



SECKFORD FOUNDATION
FREE SCHOOLS TRUST

**JOB
DESCRIPTION**

Post Title:		TEACHING ASSISTANT
Post Holder:		[ADD POST HOLDER NAME]
<p><i>The description of the duties, responsibilities and accountabilities for the post of Teaching Assistant (TA) within the Trust have been set out in this job description.</i></p>		
Responsibility Areas:		<p>Providing support for students in lessons and by delivering interventions</p> <p>Support teaching staff to plan and deliver lessons</p>
Accountabilities:	<p>A</p> <p>B</p> <p>C</p>	<p>Provide support for students in lessons by delivering interventions which maximise the progress of students within a framework of learning devised by and with teaching staff</p> <p>To support teaching staff to plan and deliver lessons that enhance the progress of students, including by taking responsibility for agreed learning activities under a system of supervision, supported by direction from teaching staff and in line with school policies and guidance.</p> <p>Generic duties relevant to all members of staff.</p>
Accountable to:		Inclusion Leader
Scale / Salary:		£15,574 - £18,525 pro rata (actual: £12,487 - £14,853)
Main Duties:		See over for detailed duties and responsibilities

Area of Accountability A:

SUPPORT FOR STUDENTS

- Work alongside teachers to establish an appropriate learning environment for all students;
- Promote positive values, attitudes and good student behaviour, dealing promptly with conflicts and incidents in line with Trust policy and encourage students to take responsibility for their own behaviour in line with the 6Cs to Success;
- Use specialist (curricular / learning) skills to support students where appropriate;
- Establish productive working relationships with students, acting as a role model and setting high expectations;
- Promote the inclusion and acceptance of all students within the classroom;
- Support students consistently whilst recognising and responding to their individual needs;
- Encourage students to interact and work co-operatively with others and engage all students in activities;
- Promote independence and employ strategies to recognise and reward achievement and self-reliance;
- Implement agreed learning activities / teaching programmes, adjusting activities according to students' responses / needs;
- Implement literacy and numeracy programmes and make effective use of opportunities provided by other learning activities to support the development of literacy and numeracy skills;
- Support the use of ICT in learning activities and develop students' competence and independence in its use;
- Accurately record achievement / progress and provide feedback to students in relation to progress and achievement.

Area of Accountability B:

SUPPORT TEACHING STAFF

- Work with teaching staff in lesson planning, evaluating and adjusting lessons / work plans as appropriate;
- Provide objective and accurate feedback and reports as required, to the teacher on student achievement, progress and other matters, ensuring the availability of appropriate evidence;
- Determine the need for, prepare and maintain general and specialist equipment and resources;
- Be responsible for keeping and updating records as agreed with the teacher, contributing to the review of systems / records as requested;
- Assist with the development and implementation of PEPs as appropriate;
- Assist teachers in monitoring and evaluating students' responses to learning activities through observation and planned recording of achievement against pre-determined learning objectives;

- Liaise sensitively and effectively with parents / carers, as agreed with the teacher, within your role / responsibility and participate in feedback sessions / meetings with parents as directed;
- Be aware of and comply with policies and procedures relating to safeguarding, child protection, health and safety, information security, confidentiality and data protection, reporting all concerns to an appropriate person;
- Undertake planned supervision of students out of school hours;
- Supervise students on visits, trips and out of school activities as required;
- Support / run / organise break and lunch duties and supervision e.g. educational games, lunchtime clubs, extra-curricular activities, homework clubs, etc.
- Provide general administrative support to teaching staff e.g. photocopying, laminating, changing displays, making worksheets, labels, signs, etc., ordering of resources and undertaking practical tasks to maintain a good standard of classroom appearance and any other learning related administrative tasks reasonably requested of you by the teaching staff.

Area of Accountability C:

GENERIC DUTIES RELEVANT TO ALL MEMBERS OF STAFF

The Trust

The ethos of the Trust is founded on the “6C’s to Success” (Co-operation, Commitment, Confidence, Community, Challenge and Celebration). All staff are expected to promote and utilise this model in everything that they do.

It is expected that all staff work collaboratively as members of the Trust to share good practice, resources and ideas and realise the Trust vision and aims. All staff should act with professional integrity at all times, following the Trust ‘Code of Conduct for Staff’.

Learning and Teaching

This is our core business and therefore is an absolute priority of any work undertaken by anyone in the school in any capacity.

Use of ICT

It is expected that all teaching and support staff follow the ICT Vision of the Seckford Foundation Free Schools Trust.

All teaching staff will be expected to ensure that all students leave the school with transferable ICT skills, knowledgeable in developing technologies and equipped for the next stage of their education or work life. ICT must be used creatively to inspire and motivate students where it is relevant to do so.

All staff will be expected to utilise ICT and to improve communication and reduce paper use. Security procedures must be followed when using ICT systems.

All staff are expected to follow (and ensure students follow) the procedures as laid out in the Trust’s Acceptable Use Policy. Staff are also expected to ensure they follow Trust policies with regard to professional conduct when using ICT systems.

Data Protection

It is essential when working with computerised systems that you are completely aware of your responsibilities at all times under the Data protection Act 1984 (as amended) for the security, accuracy, and significance of personal data held on such systems.

Health and Safety

Employees are required to work in compliance with the schools' Health and Safety policies and under the Health and Safety at Work Act 1974 (as amended), ensuring the safety of all parties they come into contact with, such as members of the public, in premises or sites controlled by the school.

In order to ensure compliance, procedures should be observed at all times under the provision of safe systems of work through safe and healthy environments, including information, training and supervision necessary to accomplish those goals.

Code of Conduct

Every member of staff, regardless of whether teaching or support must meet the expectations of them as outlined in the Trust's 'Code of Conduct for Staff'.

British Values

Every member of staff, regardless of whether teaching or support, must follow the Trust's 'Code of Conduct for Staff' and the DfE's Teachers' Standards document, specifically with reference to:

- showing tolerance of and respect for the rights of others;
- promoting fundamental British values, including democracy, the rule of law, individual liberty and mutual respect, and tolerance of those with different faiths and beliefs;
- not undermining or allowing anyone else to undermine those values.

Political Views

All staff are expected to ensure that where political issues are brought to the attention of students, reasonably practicable steps have been taken to offer a balanced presentation of opposing views to students at any time where they have been presented in school or any learning activity, during enrichment or extra-curricular activities or through the distribution of material promoting any of these activities.

Safeguarding

The Seckford Foundation Free Schools Trust is committed to safeguarding and promoting the welfare of children and young people and all staff must ensure that the highest priority is given to following the guidance and regulations to safeguard children and young people. All staff are to have due regard for safeguarding and promoting the welfare of children and young people and to follow the child protection procedures adopted by the Seckford Foundation Free Schools Trust. Any safeguarding or child protection issues **must** be acted upon immediately by informing the Senior Designated Person (SDP).

The successful candidate will be required to undergo an Enhanced Disclosure from the Disclosure and Barring Service (DBS) and obtain any other statutorily required clearance.

Statement on Pay, Rewards and Working Hours

The Seckford Foundation Free Schools Trust has been established to provide “*a foundation for life*” for students in our Free Schools. Through this vision our young people will be equipped both intellectually and socially to take their place in society as valued, economically viable and responsible citizens. Our students will leave our Free Schools empowered as independent, co-operative, innovative and motivated young adults with the skills for and love of learning for life.

Critical to achieving this vision is the highest quality teaching and support staff in all of our schools. The Seckford Foundation Free School Trust recognises that it is important that all of our staff feel appropriately valued for the contribution they make to students’ lives and the achievement of the vision. Therefore, it is important that good and outstanding performance is rewarded accordingly.

The Seckford Foundation Free School Trust is seeking to maximise opportunities for young people through the increased flexibility the autonomy afforded to the schools within the Trust allows. It is expected that all staff contribute to the wider enrichment aspects of the school.

A detailed Remuneration Policy is available on request.

This job description forms part of the contract of employment of the person appointed to the post. The duties, responsibilities and accountabilities highlighted in this job description are indicative and may vary over time at the discretion of the Trust and / or Principal. This job description will be reviewed annually and is an integral part of the Appraisal, Performance Management and Line Management process.

SIGNED (Staff)

DATE

SIGNED (Trust)

DATE
