

JOB DESCRIPTION

JOB TITLE	Teaching Assistant – Teaching and Learning
EMPLOYER	University of Brighton Academies Trust
LOCATION (Academy)	The Hastings Academy
RESPONSIBLE TO	SEN Manager
SALARY AND HOURS	Single Status Grade 3 Hours as agreed / Term Time Only
MAIN PURPOSE OF THE JOB	<ul style="list-style-type: none"> To support SEND students in their learning both in and out of the classroom, delivering specialist provision and interventions as required. Supporting SEN students across the academy in class, withdrawal groups and small intervention. If 32.5 hours per week undertake the role of Tutor
MAIN TASKS / KEY RESPONSIBILITIES	
1	Work collaboratively with classroom teachers and other colleagues to effectively support the learning of SEN students.
2	Communicate effectively and sensitively with pupils to adapt to their needs and support their learning
3	Maintain a stimulating and safe learning environment by organising and managing physical teaching spaces and resources.
4	Demonstrate a level of subject and curriculum knowledge relevant to the role and apply this effectively in supporting teachers and pupils
5	Implement behaviour management strategies consistently in line with Academy policy and procedures.
6	Demonstrate understanding of the needs of all pupils (including specialist expertise as appropriate).
7	Acquire appropriate skills and qualifications or other experience pertinent to the role
8	Plan and deliver specialist interventions to support pupil progress and achievement of EHCP outcomes under the guidance of senior SEN staff.
9	Support the monitoring, recording and reporting of pupil performance and progress as appropriate to the level of the role.
10	To cover break and lunchtime duties as required
11	To carry out all activities in such a manner that data protection requirements are met and are in line with the Trust's policies for Health and Safety, and Equal Opportunities

12	To participate in professional development activities and performance management activities as required
13	To undertake other reasonable duties as directed by your line manager
<p>This Job Description is correct at the time of print and gives the main responsibilities and tasks of the role. These may however be changed or added to as appropriate.</p> <p>There may also be the need for staff to undertake additional duties from time to time, appropriate to the level of the post. Should these additional tasks become a frequent part of the role, the job description will be revised through consultation with the post holder.</p>	
Additional Information	
<ul style="list-style-type: none"> • This post is subject to an Enhanced DBS Check • This post is exempt from the Rehabilitation of Offenders Act (1974) – applicants must be prepared to disclose all criminal convictions and cautions including those that would otherwise be spent under the Act. 	
<p>The University of Brighton Academies Trust is committed to safeguarding and promoting the welfare of children and young people, and expects all staff and volunteers to share this commitment.</p>	

PERSON SPECIFICATION

ESSENTIAL CRITERIA

EDUCATION AND QUALIFICATIONS

- 1.1 Good general knowledge
- 1.2 English and Maths GCSE's or equivalent

KNOWLEDGE AND EXPERIENCE

- 2.1 Experience of working within an educational setting with children/young people with learning difficulties or disabilities
- 2.2 Experience of or willing to train in order to offer personal care

KEY SKILLS AND ABILITIES

- 3.1 Ability to deal with challenging behaviour
- 3.2 Ability to act on own initiative
- 3.3 Ability to motivate and encourage students
- 3.4 Ability to monitor progress and maintain records

PERSONAL ATTRIBUTES

- 4.1 Good communication skills
- 4.2 Calm, patient and good sense of humour
- 4.3 Flexible approach
- 4.4 To work well as part of a team
- 4.5 To be able to use initiative

DESIRABLE CRITERIA

- 1.1 Specialist training in disability and learning difficulties