



Hope Academy

A joint Catholic & Church of England Academy

Job Description Teaching Assistant (SEN)

Reporting to:	SENCO/HILTA SEN
Salary:	SCP 10 15,238 (pro rata) + SEN Allowance £1227 (pro rata)
Hours:	32.5 (term time + 5 days)

All staff at Hope Academy should actively follow and promote the mission, policies and standards of the Academy which require:

- Supporting the ethos of the Academy which enables pupils to experience, develop and practise Christian values and living.
- Be fully committed to raising standards and improving the life chances of all pupils.
- Create a culture which celebrates the positive and encourages all kinds of achievement.
- Ensure good communication and working partnership with others.
- Support a caring and compassionate community, through being aware and responding to the needs of others.
- Promote a happy, stimulating and ordered environment within which children can grow, develop and thrive according to the needs of others.
- Be committed to high standards of professional co-operation and integrity.

Role:	To work under the instruction/guidance of teaching/senior staff to undertake work/care/support programmes to enable access to learning for pupils and to assist the teacher in the management of pupils and the classroom. Work may be carried out in the classroom or outside the main teaching area.
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Support for Pupil:	<ul style="list-style-type: none"> • Establish good working relationships with pupils, acting as a role model. • Be aware of and respond appropriately to individual pupil needs ensuring effective interaction. • Provide specific support to pupils dependent upon their individual needs ensuring their safety whilst supporting access to learning activities. • Promote inclusion and acceptance of all pupils. • Encourage pupils to interact with others and engage in activities led by the teacher. • Promote self-esteem and independence.
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	<ul style="list-style-type: none"> • Provide feedback to pupils in relation to progress and achievement under the guidance and direction of the teacher.
Support for Teacher:	<ul style="list-style-type: none"> • Provide clerical/administration support (e.g. photocopying, typing filing, collecting money etc.) • Assist with the display of children's work. • Create and maintain a purposeful, orderly and supportive environment, in accordance with lesson plans. • In liaison with the teacher, utilise strategies to support pupils in achieving learning goals. • Report pupil achievements, progress and issues as appropriate in agreed format. • Undertake pupil record keeping as needed. • Administer routine tests and invigilate exams. • Promote good pupil behaviour, dealing promptly with conflict and incidents and encouraging pupils to take responsibility for their own behaviour in line with established school policy. • Establish constructive relationships with parents/carers.
Support for the Curriculum:	<ul style="list-style-type: none"> • Support the delivery of structured and agreed learning activities/learning programmes, taking into consideration pupil learning styles. • Support the delivery of literacy/numeracy and other programmes, recording achievements and progress and providing appropriate reports and feedback for the teacher. • Support the use of ICT in learning activities and develop pupils' competence and independence in its use. • Prepare, maintain and use equipment/resources required to meet the lesson plans/relevant learning activity and assist pupils in their use. • Undertake one to one pupil reviews when required. • Participate and lead enrichment activities/clubs when required.
Support for the School:	<ul style="list-style-type: none"> • Be aware of and comply with school policies and procedures relating to child protection, health, safety and security, confidentiality and data protection. Report all concerns to the appropriate person (as named in the policy concerned). • Be aware of and support difference and ensure all pupils have equal access to opportunities to learn and develop. • Contribute to the school ethos, aims and development/improvement plan. • Appreciate and support the role of other professionals. • Attend relevant meetings as required. • Undertake pupil supervision duties at break and other times when required. • Undertake the role of form/family tutor when required. • Participate in training and other learning activities as required. • Assist with the supervision of pupils out of directed lesson time, including before and after school if appropriate and within working hours. • Accompany teaching staff and pupils on visits, trips and out of school activities as required.

Staff Responsibilities:	<ul style="list-style-type: none"> • As a member of the Academy Support Staff, provide support and cover for other members of staff as required.
Corporate Responsibilities:	<ul style="list-style-type: none"> • Pursue and promote the achievement and integration of diversity and equality of opportunity throughout the Academy's activities. • Plan, monitor and review health and safety within areas of personal control. • Participate in the Academy's Performance Management process and engage in continuous professional development and networking to ensure that professional skills and knowledge are up-to-date. • Maintain high professional standards of attendance, punctuality, appearance, conduct and positive, courteous relations with students, parents and colleagues. • Undertake other such reasonable duties as may be required from time to time and to annually review the role and responsibilities.
Additional Notes:	<ul style="list-style-type: none"> • All staff are responsible for the implementation of the Health and Safety Policy as far as it affects them, colleagues and others who may be affected by their work. The post holder is also expected to monitor the effectiveness of the health and safety arrangements and systems to ensure that appropriate improvements are made where necessary. • This job description is a representative document. Other reasonably similar duties may be allocated from time to time commensurate with the general character of the post and it's grading. • The job purpose and key statements remain indicative and by no means exclusive – given the evolving needs of the Academy, flexibility among staff is very important. • The Academy is committed to safeguarding and promoting the welfare of children and young people and expects all staff and volunteers to share this commitment. • A Criminal Records Bureau Disclosure (criminal record check) will be requested on successful application to a position at the Academy.