

Job Outline and Person Specification

Position Title	Teaching Assistant		
Location	Tavistock College		
Reporting to	SENDCo		
Job Term	Temporary to end of Summer Term 2020		
Hours	27.5 hours per week (Term time + Non Pupil Days)		
Work Pattern	Monday to Friday, Part time only		
Grade / Salary	Grade C, actual salary £11,623 per annum		
Organisation	The Dartmoor Multi Academy Trust		
Effective date of JD	As soon as possible	JE Job Number	G-0717

Tavistock College is delighted to be part of The Dartmoor Multi Academy Trust (DMAT), a MAT consisting of 3 secondary and 13 primary schools. As an academy we actively promote the values and principles of the International Co-operative Alliance.

Your main place of work will be Tavistock College but you may be required to work across all the schools within The Dartmoor Multi-Academy Trust at any time as directed by the Executive Team.

This job description is not a comprehensive definition of the post. Discussions will take place on a regular basis to clarify individual responsibilities within the general framework and character of the post as identified below.

Job Purpose

To work under the direct instruction / guidance of the SENDCo / teaching / senior staff to undertake work/care/support programmes, to enable access to learning for students and to assist the teacher in the management of students and the classroom. Interventions may be carried out in the classroom or may regularly take place outside the main teaching area. To undertake group work and ensuring the welfare and development of students and to meet the needs of students with special educational needs and disabilities.

Responsibilities

To work under instruction/guidance to enable access to learning by:

- Implementing literacy/numeracy programmes.
- Assisting with the planning cycle.

- Attending to the welfare and personal care of students including those with additional needs.
- Delivering pre-determined learning/care/support programmes.

Using strategies, in liaison with the teacher, to support students to achieve learning goals. Supervising and providing particular support for students, including those with additional needs ensuring their safety and access to learning activities. Establishing constructive relationships with students and interacting with them according to individual needs. Encouraging students to interact with others and to engage in activities led by the teacher.

To supervise an individual or small group of students within a class or outside the main teaching classroom under the overall control of the teacher/SENDCo.

Monitoring students' responses to learning activities and accurately recording achievement/progress as directed.

Providing detailed and regular feedback to teachers on students' achievement, progress, problems etc.

Creating and maintaining a purposeful, orderly and supportive environment, in accordance with lessons plans.

Assisting with the display of students' work.

Administering routine tests and delivering as necessary with Access Arrangements.

Assisting with the development and implementation of Individual Learning Plan/Behaviour Plans and Personal Care Programmes. To access, monitor and record students' progress in relation to ILP's, and to feedback to the SENDCO/teacher with regard to students' progress and the success of ILP's, including making recommendations for alterations to improve the effectiveness of ILP's.

Promoting the inclusion and acceptance of all students. Setting challenging and demanding expectations and promoting self-esteem and independence.

To assess, monitor and record students' progress, health, behaviour and general wellbeing. To feedback any information (including concerns) regarding the well-being and educational needs of students to the appropriate member of staff. To be aware of confidential issues linked to home/student/teacher/academy work and to ensure the confidentiality of such sensitive information.

To remain aware and work within all relevant academy working practices, policies and procedures.

To attend staff meetings and college-based INSET as required.

To be aware of and work in accordance with the academy's Child Protection policies and Safeguarding policies, and to raise any concerns with relevant member of staff relating to such procedures which may be noted during the course of duty.

To be aware of and adhere to applicable rules, regulations, legislation and procedures including the college's Equal Opportunities Policy and Code of Conduct, national legislation (including Health and Safety, GDPR).

To undertake other duties appropriate to the grading of the post as required.

To maintain confidentiality of information acquired in the course of undertaking duties for the department.

Support the Curriculum by:

Undertaking structured and agreed learning activities/teaching programmes and adjusting activities according to student responses.

Undertaking programmes linked to local and national learning strategies e.g. literacy, numeracy, KS3, recoding achievement and progress and feeding back as required.

Supporting the use of ICT in learning activities and developing students' competence and independence in its use.

Preparing, maintaining and using equipment/resources required to meet the lesson plans/relevant learning activity and assisting students in their use.

Support the Academy by:

Being aware of and supporting difference and ensuring all students have equal access to opportunities to learn and develop.

Contributing to the overall ethos/work/aims of the academy.

Appreciating and supporting the role of other professionals.

Attending relevant meetings as required.

Participating in training and other learning activities and performance development as required.

Assisting with the supervision of students out of lesson times, including before and after academic day and at lunchtimes as required.

Accompanying teaching staff and students on visits, trips and out of academy activities as required and taking responsibility for a group under the supervision of the teacher.

Data Protection / General Data Protection Regulations Compliance

The Privacy Notice sets our general principles in relation to Data Protection and the General Data Protection Regulations. You should also abide all Trust policies relating to the use of data including but not limited to:

- Acceptable Use Policy
- Records Retention Policy
- Personal Data Breach Procedure
- Employee Code of Conduct
- E-safety Policy
- Social Media Policy
- Use of Personal Devices Policy

You should note that a duty of confidentiality applies to all personal data they see prior to their first day of employment (for example, pupil lists for the purposes of lesson planning or other activities to support teaching and learning). This reflects the custom and practice of teachers' contracts of employment starting on the first day of term while recognising the need to be aware of and plan to support pupil needs.

PERSON SPECIFICATION

Category	Requirement	Essential/ Desirable
Education/ Training	<ul style="list-style-type: none"> ❖ experience of a range of intervention programmes in literacy and numeracy ❖ good numeracy/literacy skills ❖ experience of working with and supporting SEND students ❖ requirement to participate in training/development as/when identified by line manager as essential for performance of the post ❖ willingness to participate in other development and training opportunities ❖ training in the relevant learning and strategies e.g. literacy 	Essential Essential Desirable Essential Essential Essential
Experience	<ul style="list-style-type: none"> ❖ working with or caring for students of relevant age ❖ working with or caring for students with communication needs 	Essential Desirable

Knowledge	<ul style="list-style-type: none"> ❖ basic understanding of child development and learning ❖ understanding of relevant policies/codes of practice and awareness of relevant legislation ❖ display and awareness, understanding and commitment to the safeguarding and protection of students ❖ general understanding of national curriculum and other basic learning programmes 	Essential Desirable Desirable Desirable
Skills/Abilities	<ul style="list-style-type: none"> ❖ ability to effectively use ICT to support learning, or to undertake training to do so ❖ ability to self-evaluate learning needs and actively seek learning opportunities ❖ ability to relate well to students and adults ❖ patient, positive, enthusiastic and friendly approach ❖ ability to work constructively as part of a team, to understand classroom roles and responsibilities and own position within those ❖ ability to use other technology to support learning – e.g. video, iPad, iPod, PC 	Essential Essential Essential Desirable Essential Essential

All schools in The Dartmoor Multi Academy Trust are committed to safeguarding and promoting the welfare of young people and expect all staff and volunteers to share this commitment.

The successful candidate will be required to undertake an Enhanced Disclosure via the Disclosure Barring Service (DBS).