



## **JOB DESCRIPTION**

**Start Date:** January 2017 (Closing date for applications 5<sup>th</sup> January 2017)

**Salary:** £18,000 pro rata

**Reports to:** Director of Progress

**Grade:** Level 2

**Location:** UTC Cambridge

**Hours:** 40 hours per week, term time, permanent

**Job Purpose:** Support the classroom teacher to facilitate the active participation of children in the academic and social activities of the school.

### **Principal Accountabilities:**

### **Principal Accountabilities:**

#### **1. Support for children**

- In conjunction with the classroom teacher, adapt lessons to meet the needs of individual children and small groups.
- Take responsibility for delivering learning activities with small groups who would benefit from a different learning approach as agreed.
- Establish and maintain supportive relationships with individual pupils, small groups and parents/carers to ensure they understand and can achieve the tasks.
- Provide learning support to children with significant care needs, or where English is not their first language.
- Support children with significant development needs, e.g. cognitive ability, EBD, learning skills, etc. as directed.
- Encourage and promote inclusion in the classroom, ensuring all pupils feel involved with tasks and activities.

#### **2. Support for the curriculum**

- Support the school curriculum, including literacy and numeracy activities.
- Suggest areas where ICT might be used to enrich pupil learning
- Provide targeted support to enhance learning and improve attainment
- To develop and facilitate interventions in Mathematics

### **3. Support for the teacher**

- Assist in maintaining class records and contribute to reports on pupil progress and development as directed.
- Monitor and track progress and provide feedback to assist in developing IEPs for children with special needs.
- Contribute to the planning and evaluation of work programmes for individual pupils and groups.
- Organise the learning environment and develop classroom resources as required.
- Undertake support activities for the teacher as required, e.g. photocopying, preparation of materials, mounting displays.
- Contribute to the management of pupil behaviour, including anticipating and taking action to prevent potential problems arising.

### **4. Support for the school**

- Develop and maintain effective working relationships with other staff and parents or carers.
- Contribute to the maintenance of a safe and healthy environment.
- Attend and actively participate in staff meetings.
- Participate in and support the professional development of other teaching assistants as required.
- Assist in facilitating school events, e.g. school plays, events.

This job description sets out the key outcomes required. It does not specify in detail the activities required to achieve these outcomes. As a term of your employment you may reasonably be expected to perform duties of a similar or related nature to those outlined in the job description.

This job description will be reviewed and updated periodically in order to ensure that it relates to the job performed or to incorporate any proposed changes. This procedure will be conducted by the line manager in consultation with the post holder. In these circumstances it will be the aim to reach agreement on reasonable changes, but if agreement is not possible management reserves the right to make changes to the job description following consultation

## Teaching Assistant Personal Specification

	Essential	Desirable
<b>Qualifications</b>	<ul style="list-style-type: none"> <li>Level 3, or higher, qualification in either English, a Science or Maths.</li> </ul>	degree
<b>Experience</b>	<ul style="list-style-type: none"> <li>Capable of using technology, (PC, internet, MS Office suites) and understanding its use in supporting effective teaching and learning.</li> <li>Basic experience of planning, either for lessons or for extra-curricular activities.</li> <li>Basic experience of assessing student progress and contributing to assessment progress.</li> </ul>	<ul style="list-style-type: none"> <li>Experience of teaching (or other relevant learning environments), covering groups or whole classes.</li> <li>Experience as a mentor.</li> <li>Experience working with young people.</li> <li>Experience working in an area relevant to our specialties.</li> </ul>
<b>Knowledge and Understanding</b>	<ul style="list-style-type: none"> <li>Basic knowledge of different teaching and learning styles and understanding of how these could be applied to students.</li> <li>Arrange of approaches to working with students, parents and multi-agency partners.</li> <li>Awareness and commitment to safeguarding and promoting the welfare of children and expecting all staff to share this commitment.</li> </ul>	<ul style="list-style-type: none"> <li>Knowledge of the needs of SEN students in academic surroundings.</li> <li>Knowledge of the process and pitfalls of mentoring.</li> </ul>
<b>Personal Qualities</b>	<ul style="list-style-type: none"> <li>Highly motivated and enthusiastic.</li> <li>Ability to engage constructively with, and relate to, a wide range of young people from different backgrounds.</li> <li>Commitment to high academic and professional standards.</li> <li>A commitment to high standards of student behaviour.</li> <li>Ability to motivate and enthuse students.</li> <li>Ability to work effectively as a member of a team</li> <li>High quality organisational skills.</li> <li>Ability to work effectively with and command the confidence of teaching staff.</li> <li>Ability to assess and review young people and family circumstances to plan appropriate responses, drawing on in-school and external advice and expertise where necessary.</li> <li>Good interpersonal skills.</li> <li>Commitment to working to strict deadlines</li> <li>Willingness to play a part in the wider life of the UTC.</li> </ul>	<ul style="list-style-type: none"> <li>Willingness to develop own understanding and capability through advice and training.</li> <li>Think clearly in emergency situations.</li> <li>Negotiate and consult fairly and effectively.</li> <li>Ability to interpret and analyse data.</li> </ul>