

SILS Job Description

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| Job Title: | Teaching Assistant (Supporting and Delivering Learning) | School Name: | Southwark Inclusive Learning Service |
| Grade and Range: | Grade 5 scp 16 - 23 | Hours: | 36 FTE (or advertised part time hours) |
| | | Working Pattern: | Term Time only |
| Reports to: | Headteacher / Designated SLT | Supervises: | None |

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| Purpose and context: | <p>To work under the guidance of teaching staff within an agreed system; implementing agreed programmes with pupils / groups, in or out of the classroom. This may include application of specialist knowledge in particular areas and may involve assisting with the planning, management of sessions and preparation of resources.</p> <p>Teaching assistants may also supervise pupils occasionally during the short-term absence of teachers with the primary focus being to maintain good order and to keep pupils on task; or / and take a lead in pastoral care as tutors.</p> |
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Principal Accountabilities:

Support for pupils

- Use detailed knowledge and specialist skills to support learning and behaviour
- Establish effective working relationships, acting as a role model and setting high expectations
- Provide information and advice to enable pupils to make appropriate choices about their learning and behaviour
- Encourage pupils to interact, engage in activities and work co-operatively with others
- Promote independence and employ strategies to recognise and reward achievement
- Support delivery of pastoral care, tutorial activities, mentoring and individual support
- Promote development of positive behaviour, resilience and emotional well being
- Assist with the development and implementation of individual plans and provide feedback in relation to progress, achievement, behaviour, attendance etc.

Support for teachers

- Work with the teacher to establish an appropriate learning environment
- Work with the teacher in lesson planning, evaluating and adjusting plans as appropriate
- Monitor and evaluate pupils' responses to activities through observation and provide objective and accurate feedback and reports on pupil achievement, progress and other matters, as required
- Be responsible for keeping and updating records as agreed, contributing to reviews of systems/records as requested
- Promote positive values, attitudes and good pupil behaviour, dealing promptly with conflict and incidents in line with established policy, encouraging pupils to take responsibility for their behaviour
- Liaise sensitively and effectively with parents/carers as agreed within your role and

responsibility and participate in meetings with parents as directed.

- Provide general clerical /admin support e.g. administering coursework, routine tests, exam invigilation, etc.
- Support systems designed to promote good attendance, including liaising with parent/carers, and maintaining contact with mainstream schools.

Support for the curriculum

- Implement agreed learning activities / teaching programmes, adjusting these according to pupil responses/needs
- Implement initiatives designed to make effective use of opportunities for developing relevant skills
- Support the use of ICT in learning and develop pupils' competence and independence in its use
- Help pupils to access learning activities through specialist support
- Determine the need for, prepare and maintain general and specialist equipment and resources

Support for the school

- Contribute to the overall ethos and objectives of the school
- Be aware of and comply with all school policies and procedures, reporting all concerns to an appropriate person
- Establish constructive relationships with professionals, in support of achievement and progress
- Undertake planned supervision of pupils' out of school hours and supervise pupils on visits and trips out of school as required
- Attend and participate in regular meetings and training as appropriate; and as a supportive member of the school team

General Statements

- All employees are required to declare any conflict of interest that may arise before or during their employment.
- Any outside activities, either paid or unpaid, must not in the view of the School conflict with the School's interest, or in any way weaken public confidence in the conduct of the School's business.
- Undergo and meet conditions for a satisfactory enhanced DBS check; and comply with all equality legislation, policies and procedures; actively promoting ways of eradicating and challenging racism, prejudice and discrimination through the School's policies and procedures.
- 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 Southwark Safeguarding Children Board.
- Being aware of responsibilities under the Data Protection act for the security, accuracy and relevance of information held and maintained.
- Treating all information acquired through your employment, both formally and informally, in strict confidence
- Required to carry out all reasonable duties and responsibilities of the post in accordance with schools policies and procedures; and any other duties of an appropriate level and nature.

Person Specification

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| Job Title: | Teaching Assistant (Supporting and Delivering Learning) | School Name: | Southwark Inclusive Learning Service (SILS) |
| | Grade 5, scp 16 - 23 | | |

| | | Essential (E) or Desirable (D) | How assessed (A / I / T) |
|--|---|-----------------------------------|--------------------------------|
| Knowledge / qualifications: | • NVQ 3 for Teaching Assistants or equivalent qualification or experience | D | A |
| | • Excellent numeracy / literacy skills – equivalent to NVQ Level 2 in English and Maths | E | A / I |
| | ▪ Training in a relevant area e.g. literacy, anger management, counselling, or a particular curriculum area e.g. Dyslexia, ICT, Maths, etc. | E | A / I |
| | • Appropriate first aid training | D | A |
| | • Effective use of ICT to support learning | E | A |
| | • Knowledge of barriers to learning experienced by young people and strategies that can be deployed as support | E | A / I |
| | ▪ Knowledge of the national curriculum and / or other relevant achievement programmes | D | I |
| Experience: | • Experience of working with secondary age pupils or others of a relevant age | E | A / I |
| | ▪ Experience of working with / supporting children with challenging behaviour or additional needs | E | A / I |
| Aptitudes, skills and competencies: | • Good interpersonal skills and ability to relate well to children and adults | E | I |
| | ▪ Good communication skills and | E | A / I |
| | ▪ Ability to work constructively as part of a team | | A |
| Special conditions: | • Motivation to work with young people and form appropriate relationships | E | A / I |
| | • Emotional resilience in working/supporting children with challenging behaviour | E | I |
| | • Appropriate attitudes to use of authority | E | I |
| | • The post holder may be required to work outside of normal school hours on occasions, with due notice. | E | I |
| | • Flexibility and willingness to work at various locations across Southwark | E | I |