

**JOB TITLE:** Teaching Assistant

**LOCATION:** Westbourne School, Sutton in Ashfield

**HOURS:** 37.5 (term-time only)  
(8:30am to 4:30pm, Monday to Friday)

**WEEKS:** 39

**RESPONSIBLE TO:** Lead Teaching Assistant

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## JOB DESCRIPTION

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### PRINCIPLE ACCOUNTABILITIES

#### Key result areas

- To support students in the development of key skills, core skills and encourage their achievement and personal development through learning
- To implement the school strategy for behaviour management by applying rules and procedures and setting clear standards for self and the children
- Maintain records of achievement and discipline and liaise with pastoral and teaching staff to ensure integrated and effective support for individuals.

#### Responsibilities

- Ensure efficient, effective, safe use and storage of all teaching equipment and materials
- Ensure personal health and safety and that of others through adherence to procedures and safe practices
- Ensure personal and professional development through a positive approach to personal development, performance appraisal and recording of achievements and accreditations.

#### Duties

- Under the direction of teachers, support pupils in class groups and on an individual basis to meet their learning goals and to develop their knowledge and skills
- On a planned and responsive basis provide personal support and encouragement to pupils to help in the development of literacy, numeracy and communication skills
- Assist the planning and implementation of cross school reading programmes to help raise reading standards
- Assist in the planning and preparation of classroom and other learning activities by photocopying and preparation of teaching aids, classroom materials and ensuring that resources and displays are effectively used to support the learning process

- Assist in the organisation of school trips, leisure and outdoor activities and provide support and supervision for such activities as required
- Support the effective implementation of the school behaviour policy by recording incidents, challenging unacceptable behaviour and appropriate use of restraints, sanctions and rewards
- Maintain clear and accurate records of pupil progress and behaviour as required by awarding and accrediting organisations, Inspecting bodies and school procedures
- Ensure clear and effective communication with teaching, therapy and pastoral staff on a daily basis to help create an environment where children feel safe and secure and an integrated approach where staff work collectively to enable all pupils to learn, develop and achieve
- Supervise break and lunch periods on a timetabled basis to monitor pupil behaviour, maintain discipline and prevent incidents
- Provide support to pupils in accordance with individual needs and programmes identified through the counselling and pastoral process
- Contribute to and shape the development of the school through contributing to meetings, consultations and events that ensure the development and progressive improvement of all its programmes and strong relationships with parents/carers, Local Authorities and other bodies.

## PERSON SPECIFICATION

The post holder is required to demonstrate and improve competence in the following key areas:

### Essential

- Excellent inter-personal and communication skills and a particular empathy for young people with additional needs
- Sound planning and organising skills, able to look ahead, schedule tasks, prepare lesson/delivery plans and prioritise
- Ability to set and achieve targets and objectives for self and pupils based on the overall aims of the learning programme and individual learning needs
- Good presentation skills, able to prepare and structure information in a stimulating and interesting manner
- Good knowledge of examining and accrediting body requirements and ability to interpret these to support individual and group learning
- Able to record, communicate and retrieve information in a complete, timely and accurate manner
- Able to create and sustain effective relationships with pupils, staff, parents and others
- Able to use restraint and de-escalation techniques in accordance with school policy and guidelines.

### Desirable

- GCSE (A\* – C) in both English and Maths or equivalent
- Previous work experience
- Experienced in the use of computer based systems and software packages such as Word, Excel and PowerPoint
- A full driving licence.

### Personal Characteristics

- Able to satisfy DBS requirements in respect of working with children
- Genuine interest in the care and welfare of young people
- Committed to team work
- Confident and outgoing
- Flexible attitude and willing to help
- High expectations of self and others

**Acorn Education is committed to safeguarding and promoting the welfare of the children and young people in our care. Successful applicants to appropriate roles will be subject to an Enhanced DBS Check.**