**Job Description**

**Job Title: NTE Teaching Assistant Level 3**

**Location: Feversham Primary Academy**

**Hours of work: 16.25 hours per week, 38 weeks per year (Term time only).**

**Reports to: Senior Leadership Team**

**Purpose of the Role:**

To promote and adhere to the Trust’s values to be unusually brave, discover what’s possible, push the limits and be big hearted.

**Responsibilities:**

# To work under the guidance of teaching/senior staff and within an agreed system of supervision, to implement agreed work programmes with individuals/groups, in or out of the classroom. This could include those requiring detailed and specialist knowledge in particular areas and will involve assisting the teacher in the whole planning cycle and the management/preparation of resources.

# Staff may also supervise whole classes occasionally during the short-term absence of teachers.

# The primary focus will be to maintain good order and to keep pupils on task.

* To work with the SEND/NTE Team to improve the learning and progress of New to English pupils.
* To work with our Achievement & Inclusion Team, New to English pupils and their families in order to:

1. Improve attendance and punctuality
2. Improving behaviour and progress
3. Support families as and when required

**Support for Pupils**

* Use specialist (curricular/learning) skills/training/experience to support pupils
* Assist with the development and implementation of IEPs
* Establish productive working relationships with pupils, acting as a role model and setting high expectations
* Promote the inclusion and acceptance of all pupils within the classroom
* Support pupils consistently whilst recognising and responding to their individual needs
* Encourage pupils to interact and work co-operatively with others and engage all pupils in activities
* Promote independence and employ strategies to recognise and reward achievement of self-reliance
* Provide feedback to pupils in relation to progress and achievement
* Providing support for learning in lessons through assisting teachers in classes with New to English children
* Challenging and supporting New to English students through mentoring them and teaching small intervention groups throughout the school
* Establish productive working relationships with pupils, acting as a role model

**Support for Parents**

1. Contacting families and conducting home visits to ensure New to English students achieve high standards of attendance, punctuality, behaviour and progress.

**Support for the Teacher**

* Work with the teacher to establish an appropriate learning environment
* Work with the teacher in lesson planning, evaluating and adjusting lessons/work plans as appropriate
* Monitor and evaluate pupils’ responses to learning activities through observation and planned recording of achievement against pre-determined learning objectives
* Provide objective and accurate feedback and reports as required, to the teacher on pupil achievement, progress and other matters, ensuring the availability of appropriate evidence
* Be responsible for keeping and updating records as agreed with the teacher, contributing to reviews of systems/records as requested
* Undertake marking of pupils’ work and accurately record achievement/progress
* Promote positive values, attitudes and good pupil behaviour, dealing promptly with conflict and incidents in line with established policy and encourage pupils to take responsibility for their own behaviour
* Liaise sensitively and effectively with parents/carers as agreed with the teacher within your role/responsibility and participate in feedback sessions/meetings with parents with, or as directed
* Administer and assess routine tests and invigilate exams/tests
* Provide general clerical/admin. support e.g. administer coursework, produce worksheets for agreed activities etc.
* Support and train staff with appropriate strategies for effectively working with NTE children
* Attend and participate in regular meetings and training as required – line managed by the SENDco

**Support for the Curriculum**

* Implement agreed learning activities/teaching programmes, adjusting activities according to pupil responses/needs
* Implement local and national learning strategies e.g. literacy, numeracy, early years and make effective use of opportunities provided by other learning activities to support the development of relevant skills
* Support the use of ICT in learning activities 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**

* Be aware of and comply with policies and procedures relating to child protection, health, safety and security, confidentiality and data protection, reporting all concerns to an appropriate person
* Be aware of and support difference and ensure all pupils have equal access to opportunities to learn and develop
* Contribute to the overall ethos/work/aims of the school
* Establish constructive relationships and communicate with other agencies/professionals, in liaison with the teacher, to support achievement and progress of pupils
* Attend and participate in regular meetings
* Participate in training and other learning activities as required
* Recognise own strengths and areas of expertise and use these to advise and support others
* Provide appropriate guidance and supervision and assist in the training and development of staff as appropriate
* Undertake planned supervision of pupils’ out of school hours learning activities
* Supervise pupils on visits, trips and out of school activities as required

This job description is a guide to the duties the post holder will be expected to undertake. It is not intended to be exhaustive or exclusive and will be subject to change as working requirements dictate and to meet the organisational requirements of Academies Enterprise Trust.

**Employee value proposition:**

We passionately believe that every child can discover their own remarkable life. It’s what motivates us around here. We know this vision requires something extra. Which is why at AET, you’ll find more. More opportunities, so you can forge your own path. More care and support, so you can prioritise what matters most. More purpose, for you and for the children we’re inspiring. Come inspire their remarkable with us.

**Our values:**

The post holder will be expected to operate in line with our values which are:

* Be unusually brave
* Discover what’s possible
* Push the limits
* Be big hearted

**Other clauses:**

1. The above responsibilities are subject to the general duties and responsibilities contained in the Statement of Conditions of Employment

2. This job description allocates duties and responsibilities but does not direct the particular amount of time to be spent on carrying them out and no part of it may be so construed.

3. The job description is not necessarily a comprehensive definition of the post. It will be reviewed at least once a year and it may be subject to modification or amendment at any time after consultation with the holder of the post.

4. This job description may be varied to meet the changing demands of the academy at the reasonable discretion of the Principal/Group/Chief Executive

5. This job description does not form part of the contract of employment. It describes the way the post holder is expected and required to perform and complete the particular duties as set out in the foregoing.

6. Postholder may deal with sensitive material and should maintain confidentiality in all academy related matters.

**Safeguarding**

We are committed to safeguarding and protecting the welfare of children and expect all staff and volunteers to share this commitment. A Disclosure and Barring Service Certificate will be required for all posts. This post will be subject to enhanced checks as part of our Prevent Duty.

**Person Specification**

**Job Title: NTE Teaching Assistant Level 3**

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| **General heading** | **Detail** | **Essential requirements:** | **Desirable requirements:** |
| **Qualifications** | Qualifications required for the role | * Very good numeracy/literacy skills * NVQ 3 for Teaching Assistants or equivalent qualification or experience | * Appropriate first aid training * Training in the relevant strategies e.g. literacy and/or in particular curriculum or learning area e.g. bi-lingual, sign language, dyslexia, ICT, maths, English, CACHE etc |
| **Knowledge/Experience** | Specific knowledge/  experience required for the role | * Experience of working with children of relevant age. * Experience of working with children on language development. |  |
| **Skills** | Line management responsibilities (No.) | * N/A |  |
| Forward and strategic planning | * Ability to organise own workload and follow a schedule * Meet deadlines * Ability to plan own work on a daily basis |  |
| Budget (size and responsibilities) | * N/A |  |
| Abilities | * Ability to work independently and use initiative * Ability to stay calm under pressure * Ability to relate well to children and adults * Understanding of principles of child development and learning processes * Full working knowledge of relevant polices/codes of practice and awareness of relevant legislation |  |
| **Personal Characteristics** | Behaviours | * Ability to communicate effectively and relate well to both children and adults |  |
| Values | * Ability to demonstrate, understand and apply our values   + Be unusually brave   + Discover what’s possible   + Push the limits   + Be big hearted |  |
| **Special Requirements** |  | * Successful candidate will be subject to an enhanced Disclosure and Barring Service Check * Right to work in the UK * Evidence of a commitment to promoting the welfare and safeguarding of children and young people |  |