



## Teaching Assistant

36 hours a week term time only (39 weeks)

Salary Point 3 £16,087 – Point 5 £16,706 (actual salary and inclusive of London Fringe allowance)

Start date: ASAP

We are seeking to appoint 3 enthusiastic, flexible Teaching Assistants to take on a crucial role within our school. The successful candidate should be familiar with various learning needs and have previous experience of working with vulnerable children. They will possess the ability to work one-to-one as well as with small groups of pupils and with a whole class. You will work in partnership with class teachers to support the needs of the child in the classroom and support the work of the Assistant Headteacher – Inclusion and SENCo.

The ideal applicant will have:

- A commitment to deliver education to a high standard
- A passion to help every child achieve their full potential
- Be able to use own initiative and work as part of a team
- Have Maths and English GCSE with a minimum grade C
- Have a CACHE or NVQ qualification (or equivalent) or the willingness to work towards an NVQ
- Be patient, sensitive and an ability to foster good relationships

If you feel you have the right qualities and can make a difference to the next generation this role could be for you.

Closing date: 20<sup>th</sup> October 2021

An opportunity to meet with the Head of school and a tour of the school is highly recommended and can be arranged by contacting Mrs Campbell on 01992 714800.

Application packs can be downloaded from our website [www.kha-tkat.org](http://www.kha-tkat.org). Completed application forms should be sent or emailed to Mrs Campbell at [michaela.campbell@kha-tkat.org](mailto:michaela.campbell@kha-tkat.org). Please note that CV's will not be accepted unless accompanied by a fully completed application form.

King Harold Academy is part the Kemnal Academies Trust (TKAT) which enables the schools and departments to work collaboratively. This provides an excellent support network and idea sharing platform across the trust as well as a wide variety of opportunities for professional development, including the potential to develop your career at more than one TKAT academy.

### Health and Safety

King Harold follows the Essex and Government COVID 19 guidelines in order to protect students, staff and visitors to the school.

• Challenge • Support • Inspire •



### Safeguarding

TKAT is committed to safeguarding and promoting the welfare of children and expects all staff and volunteers to share this commitment. Offers of employment will be subject to the full Safer Recruitment process, including an enhanced disclosure and barring service check.

### Equal Opportunities

TKAT is committed to equality of opportunity. We welcome applications from all suitable candidates, regardless of any protected characteristic for example race, gender, sexual orientation, disability or age. All applications are treated on merit. This includes applications from individuals wishing to work full time, part time or on a flexible basis.



## Job Description: Teaching Assistant

**Name:**

**Responsible to:** The SENCO

**Salary:** Point 3 to Point 5

**Responsible for:**

- Strategic planning and operational management of your responsibilities.
- Challenge Support and Inspire students in all aspects of the care and guidance that you provide

**Purpose:**

- To work in partnership with class teachers to support learning in line with the national curriculum, codes of practice and school policies and procedures.
- To assist the Headteacher and the Leadership Team in the overall management and development of the school.

**Key Responsibilities:**

- Raise standards of student attainment and achievement within SEN
- Develop and enhance the teaching practice of others within the team
- To support the work of the SENCO in providing programmes of and strategies for support for pupils with Special Educational Needs
- Provide and support activities and events for the most vulnerable i.e. Breakfast Club/lunchtime activities and after school support groups
- To ensure that records are kept up to date for all SEN pupils
- To provide learning support for a pupil or pupils with Special Educational Need
- To assist teachers in the planning and provision of an agreed teaching programme for pupils with Special Education Needs, including physical disabilities and emotional and behavioural difficulties
- To work with classroom teachers to assist in the provision of appropriately differentiated resources for pupils with Special Educational Needs
- Demonstrate a clear understanding of, and respond appropriately to, the individual needs of pupils with an Education and Health Care Plan
- Promote the independent learning skills and social integration of pupils with an Education and Health Care Plan by giving hover support to other pupils at wave 2 on the SEN register
- Contribute to, evaluate and monitor the one plan and passports of individual pupils and how they meet their SMART targets
- Deliver small group literacy and/or numeracy, as directed by the SENCO
- Provide reports for annual reviews
- Attend relevant in-service training
- Act as a reader or scribe in examinations



- Work effectively, sensitively and co-operatively with pupils, teaching staff, parents and carers
- Attend, and contribute to, annual review meetings
- Such other duties as may be required by the Headteacher.
- Ensure that all duties and services provided are in accordance with the School's Equal Opportunities Policy
- Be aware of and comply with policies and procedures relating to Child Protection and all aspects of Safeguarding.

### **Communications**

- To communicate effectively with the parents of students, students, staff and other stakeholders effectively
- To take part in marketing and liaison activities such as Open mornings, Parents Evenings, liaison events with partner schools etc. where required.

### **Staff Development and Wellbeing**

- To take part in the school's CPD programme when required
- To engage actively in the Performance Management Review process
- To work as a member of a designated team and to contribute positively to effective working relations within the school

### **Care Guidance and Support**

- To promote the general progress and well-being of individual students
- To liaise with Pastoral Managers to ensure implementation of the Pastoral System
- To evaluate and monitor the progress of students and keep up-to-date student records
- To alert the appropriate staff to problems experienced by students and to make recommendations as to how these may be resolved
- To communicate with the parents of students and with bodies outside the school concerned with the welfare of individual students, after consultation with the appropriate staff
- To apply the Behaviour for Learning policy so that effective learning can take place

### **General Duties**

- To play a full part in the life of the school community, to support its distinctive aims and ethos and to encourage staff and students to follow this example
- To promote actively the school's corporate policies and to comply with the school's Health and safety policy and undertake risk assessments as appropriate

### **Health and Safety**

- Have due regard for the school Health and Safety policy and any such issues particular to their subject.
- Follow school procedures for reporting Health and Safety incidents.
- Familiarise themselves with fire regulations and procedures.



- Have due regard for student safety and report any concerns to the appropriate school body.

**Accountability and discretion**

- To take and be accountable for all decisions made within the parameters of the job description

**Standards**

- The standards of the post holder will be measured through the School Performance management system by setting targets linked to this job description and the generic role. The job description will be reviewed annually at the Performance Management meeting.

**Notes**

- Whilst every effort has been made to explain the main duties and responsibilities of the post, each individual task undertaken may not be identified.
- Employees will be expected to comply with any reasonable request from a manager to undertake work of a similar level that is not specified in this job description.

Signed:

\_\_\_\_\_ Post Holder

\_\_\_\_\_ Line Manager

\_\_\_\_\_ Head of School