

CHESTNUT GROVE ACADEMY - JOB DESCRIPTION

Sixth Form Teaching Assistant

Grade London Scale 1c (pt 2)

Contract: 33.5 Hours per week (excl meal breaks) - event linked to funding

Normally: 08:30 – 16:00 (for 39 weeks per year)

Reports To: As a member of support staff, the post is professionally responsible to the School Business Manager but will take day to day direction and be line managed by the Head of Sixth Form.

Location: Teaching Assistants may be required to work anywhere in the school.

**CONTEXT:**

Chestnut Grove is a high performing comprehensive which prides itself on enabling students of all abilities and backgrounds to achieve highly. The school is a long-established arts college, specialising in the visual arts and media, but academic successes span the whole curriculum. Many of Year 11 students continue their studies in the Sixth Form on either Level 2 or Level 3 courses. Attainment and progress within A Level and Level 3 BTEC courses is above average and the vast majority of students go on to university. The moral purpose of the Sixth Form is to foster a life-long love of learning, to stimulate intellectual curiosity and develop independence within the student body.

**PURPOSE OF JOB:**

Responsible under the instruction of guidance of a teacher and/or the Head of Sixth Form to undertake work, care or support programmes for Sixth Form pupils on Free School Meals (FSM). To enable access to learning for Sixth Form FSM pupils in class and during independent study periods.

**KEY RESPONSIBILITIES & TASKS:**

***Support for pupils:***

* Supervise and provide support for Sixth Form FSM pupils, ensuring their access to learning activities.
* Assist with the development and implementation educational / intervention programmes for Sixth Form FSM pupils
* Establish constructive relationships with Sixth Form pupils and interact with them according to individual needs.
* Encourage Sixth Form FSM pupils to interact with others and engage in activities led by the teacher.
* Set challenging and demanding expectations of Sixth Form FSM pupils and promote self-esteem and independence.
* Provide feedback to Sixth Form FSM pupils in relation to progress and achievement under guidance of the teacher.
* Use specialist skills to undertake activities necessary to meet the physical and emotional needs of Sixth Form pupils, including medical procedures following training.

***Support for the teacher:***

* Use strategies, in liaison with the teacher, to support Sixth Form FSM pupils to achieve learning goals.
* Assist with the planning of learning activities.
* Monitor Sixth Form FSM pupils’ responses to learning activities and accurately record achievement/progress as directed.
* Provide detailed and regular feedback to teachers on Sixth Form FSM pupils’ achievement and progress.
* Establish constructive relationships with parents/carers
* Administer routine tests and invigilate exams and undertake routine marking of Sixth Form FSM pupils’ work.
* Provide routine clerical/administrative support e.g. photocopying, typing, filing, money, administer coursework etc.

***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 Sixth Form FSM pupils have equal access to opportunities to learn and develop.
* Contribute to the overall ethos, work and aims of the school.
* Appreciate and support the role of other professionals.
* Attend and participate in relevant meetings as required.
* Participate in training and other learning activities and performance development as required.
* Accompany teaching staff and Sixth Form FSM pupils on visits, trips and out of school activities as required and take responsibility for a group under the supervision of the teacher.

***General Responsibilities***

* To comply with school’s health and safety policy at all times and to take responsibility for own and others health and safety; ensuring issues are raised or reported as required to senior management or Health and Safety representatives.
* To ensure that line managers or senior management are made aware and kept fully informed of any concerns in relation to safeguarding and/or child protection.
* To be fully aware and understand the duties and responsibilities pertaining to the Children’s Act 2004 in relation to child protection and safeguarding children and young people.
* To be aware of the principles of safeguarding as they apply to vulnerable adults.
* To be aware of and support difference and ensure equal opportunities for all.
* To play a full part in the life of the school community, to support its ethos and to encourage students, staff and colleagues to do the same.
* To engage actively with the performance review process and take responsibility for own development.
* To undertake any other Teaching Assistant duties in the school if directed and to comply with any reasonable request from the Head of Sixth Form / member of SLT to undertake work of a similar level.

**PERSON SPECIFICATION**

***Qualifications***

* 1. Good numeracy and literacy skills
  2. *Desirable:* Completion of Teacher Assistant Induction training

***Experience, knowledge, competencies & skills***

1. Working with or caring for children of relevant age
2. Knowledge and understanding of the possible barriers which might prevent young people from making progress;
3. Basic knowledge of first aid
4. Able to use basic technology – computer, video, photocopier etc.
5. Ability to relate well to children and to adults
6. Able to understand classroom roles and responsibilities and your own position within these

***Personal attributes***

1. The ability to be pro-active within a team, working effectively with a range of styles and personalities;
2. Confidence and assertiveness in dealing with staff, students and parents, at all levels.
3. Willingness and ability to be adaptable and work flexibly, when required.
4. Ability display resilience under pressure.
5. An excellent record of attendance and punctuality.

*Although some specific responsibilities may be fixed as part of an individual’s job description, there will be a regular audit of tasks and responsibilities within this job description to ensure they meet the needs of the business in the future. Some tasks or aspects of responsibility may change over time in response to internal and external changes or to maximise opportunity for professional development through multi -skilling and the need to ensure a collaborative approach to all aspects of work.*

*Any significant changes to this job description will be discussed with the individual.*