



**Bexhill**  
Academy

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## TEACHING ASSISTANTS

**Salary:** Single Status Grade 3 point 7 – 18,065 per annum pro rata (actual salary £13,609 per annum)  
**32.5 hours per week**  
**Term-time only**

Bexhill Academy would like to appoint two Teaching Assistants with various experiences and interests, along with the desire to work closely in support of young people to enable them to reach their potential. An empathetic approach to students with learning differences is an essential requirement of the post.

The roles will involve delivering targeted support to students within the classroom setting and working with students individually or in small groups. One role will be based in the ASPIe Department and the other in the Learning Support Department. Please see the individual job descriptions for more information.

The successful candidates will possess GCSEs graded A\*-C in English, Maths and Science and it would be desirable for candidates to be educated to degree level or at least level 4.

We are looking for enthusiastic dedicated staff with one or more of the following interests or skills;

- experience with literacy and numeracy
- experience with students with special educational need (in particular, but not exclusively - High Functioning Autism)

For an application pack please visit our website [www.bexhillacademy.org](http://www.bexhillacademy.org)

Please send or email completed Academy application forms to Jill Hunt, HR Manager [jill.hunt@bexhillacademy.org](mailto:jill.hunt@bexhillacademy.org) **Please note, we do not accept CV's or applications via agencies.**

The closing date for applications is **9.00am Tuesday 23 April 2019**

**The Academy is committed to safeguarding and promoting the welfare of children and young people and expects all staff and volunteers to share this commitment.**

**The successful applicant will be subject to an Enhanced DBS check.**

Generic Teaching Assistant

## **JOB DESCRIPTION AND PERSON SPECIFICATION**

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The successful applicant will be subject to an Enhanced DBS check.*

Principal Accountabilities:

### **What is the purpose of the job?**

- to deliver targeted support to students with SEND to maximise their progress across the curriculum.

### **What do you have to achieve?**

- create an ethos of high aspirations that fits with the academy values.
- maximise the achievement and progress of vulnerable students
- maintain confidentiality on all academy matters.
- promote and reinforce good student engagement and attendance
- help to remove barriers to learning by ensuring that all students are able to access the curriculum.
- promote the inclusion and acceptance of all students within the classroom

### **What are the job particulars?**

- accountable to the Assistant SENCo/SENCo/Senior Assistant Principal

### **What do you have to do?**

- to work with the teacher to establish an appropriate learning environment
- to work with teaching staff in lesson planning, evaluating and adjusting lessons/work plans as appropriate
- to monitor and evaluate pupils' responses to learning activities through observation and planned recording of achievement against pre-determined learning objectives
- to establish productive working relationships with students, acting as a role model and setting high expectations
- to support students in the classroom, recognising and responding to their individual needs
- to promote independence and employ strategies to recognise and reward achievement and self-reliance
- to implement agreed learning activities/teaching programmes, adjusting activities according to students' responses/needs
- to support the use of ICT in learning activities and develop students' competence and independence in its use
- to provide feedback to students in relation to progress and achievement
- to be responsible for keeping and updating records as directed and contribute to the review of systems/records as requested.
- to contribute to the formative assessment of student progress.

- to promote positive values, attitudes and good student behaviour, dealing promptly with conflicts and incidents in line with established policy and encourage students to take responsibility for their own behaviour choices.
- to support the administration of 'in house assessments' and external exams as directed.
- to be aware of and comply with policies and procedures relating to safeguarding, reporting all concerns to an appropriate person
- to supervise students on visits and trips as required
- to provide support for homework club
- to devise personalised learning resources for students in conjunction with subject specialist teaching staff.
- to create engaging display material under the direction of subject specialist teaching staff
- to attend and participate in department and whole academy meetings as requested
- to monitor student behaviour and implement policy when standards are not adhered to.
- to promote the use of the schools rewards system to promote student achievement and self-esteem
- to be punctual to all supported lessons.
- to contribute to the peer observation cycle for teaching assistant colleagues.
- keep up to date data files, collate resources; maintain inventories, photocopy, use of I.T. systems for administration and educational purposes, and to support other TAs and teachers in accessing the relevant data and resources
- to act as a mentor for identified students as directed.

## **STAFFING**

### **Staff Development: Recruitment / Deployment of Staff:**

- to take part in the academy's staff development programme
- to engage actively in the Teaching Assistant Professional Review process
- to work as a member of a designated team and to contribute positively to the team ethos.
- to assist in the induction of new members of staff
- Quality Assurance:
- to contribute to the quality assurance procedures and policies of the academy.
- to participate in the quality assurance activities of the ILS faculty including regular internal reviews and external processes.

### **Management Information:**

- to maintain appropriate records and to provide relevant accurate and up-to- date information as appropriate for teaching colleagues/parents and carers and external agencies.
- to be responsible for developing and maintaining personal professional development records.

### **Communications:**

- to communicate effectively with the parents of students as appropriate
- where appropriate, to communicate and cooperate with persons or bodies outside of the school
- to follow agreed policies for communications in the academy

**Management of Resources:**

- to contribute to the process of the ordering department supplies through the appropriate channel.

**Other Specific Duties:**

- to play a full part in the life of the academy, to support its distinctive aim and to encourage staff and students to follow this example
- to continue personal development as agreed
- to comply with the academy's health and safety policy and undertake risk assessment as appropriate

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.

Employees are expected to be courteous to colleagues and provide a welcoming environment to visitors and telephone callers.

The academy will endeavour to make any necessary reasonable adjustments to the job and the working environment to enable access to employment opportunities for disabled job applicants or continued employment for any employee who develops a disabling condition.

The job description is current at the date shown, but following consultation with you, may be changed by management to reflect or anticipate changes in the job which are commensurate with the salary and job title.



Skills and Abilities	<p>a professional demeanour</p> <p>able to develop materials which match the learners needs</p> <p>sound organisational skills</p> <p>effective communication skills, including through the written word.</p> <p>able to work as part of a team</p> <p>able to use language and other communication skills that students can understand and relate to.</p> <p>able to establish positive relationships with students</p> <p>able to demonstrate active listening skills.</p> <p>able to consistently and effectively implement agreed behaviour for learning policies</p> <p>able to offer constructive feedback to students to build self-esteem,</p> <p>able to work effectively and supportively as a member of the academy team.</p>	
Personal Qualities	<p>able to use initiative</p> <p>able to maintain confidentiality</p> <p>able to display empathy</p> <p>able to adapt</p> <p>a positive and cheerful personality</p> <p>be a person of integrity</p>	
Commitment and other requirements	<p>required to attend appropriate training and development</p>	