



## Job Description

<b>POST:</b>	Teaching Assistant
<b>RESPONSIBLE TO:</b>	Class Teacher and Senior Leadership Team
<b>SALARY:</b>	SCP 4 - 8 (£21,189 to £22,777) Pro Rata, Per Annum + Local Government Pension Scheme
<b>LOCATION:</b>	Oasis Academy Connaught
<b>WORKING PATTERN:</b>	Fixed Term, 33.5 hours, Term Time Only + 5 INSET Days
<b>DISCLOSURE LEVEL:</b>	Enhanced
<b>JOB PURPOSE:</b>	To provide support for the learning activities by children on an individual or group basis, under the general direction of the class teacher

### **SPECIFIC RESPONSIBILITIES:**

#### **A. Supporting Children's learning** (Under the guidance of the class teacher)

- Provide direct support for the learning of individual children or groups of children, including those with some level of SEN, to achieve progress in learning, this may include:
  - Modelling learning to small groups or individual pupils under the direction of the class teacher
  - Making minor alterations to learning activities to make them accessible
  - Carrying out intervention programs, as selected by the class teacher
  - Providing feedback, usually verbal, to pupils during learning episodes about the quality of their learning, saying what they have done well and what they need to improve
  - Communicating childrens' achievements during lessons to the class teacher, this may be in written form (i.e. notes on plans, filling in a given proforma or using online assessment observation tools.
  - Supervising children at break times, on a rota
- Model a secure understanding of grammar and punctuation in Standard English, both written and spoken.
- Model a secure understanding of academy processes in Maths.



## **B. Supporting the management of behaviour and care**

Promote academy policies on pupil behaviour and follow academy processes for the management of behaviour.

- Support in the implementation of strategies to manage pupil behaviour, including the consistent use of rewards and sanctions, understanding the limits to which they may employ such sanctions.
  - Promote a positive learning atmosphere
  - Communicate any concerns about pupil conduct to the class teacher
  - Encourage safe behaviour
- Occasionally provide written statements to the class teacher or ALT about behaviour incidents that they have witnessed.
- Follow the academy safeguarding policies and raising any safeguarding concerns with the Designated Safeguarding Lead or the Deputy Designated Safeguarding Lead.
- Carry out specified medical care procedures following specific training by a qualified practitioner, administration of medicines, first aid.
- Potentially providing intimate care on a regular basis.
- Aid pupils with reassurance when it is needed.

## **C. Supporting the learning environment** (Under the direct guidance of the class teacher)

- Preparing learning resources for lessons
- Putting up displays

## **D. General accountabilities**

1. So far as is reasonably practicable, the post-holder must promote safe working practices by employees, and in work areas for which the post-holder is responsible, to maintain a safe working environment for colleagues and service users. These are defined in the Oasis Health and Safety Policy.
2. Work in compliance with the codes of conduct, regulations and policies of the academy and its commitment to equal opportunities.
3. Ensure that the output and quality of their work is of a high standard and complies with current legislation and standards.
4. Commit to their own personal development.
5. Communicate with colleagues, children and parents in a professional and respectful manner, respecting confidentiality.



**E. Safeguarding children and young people**

Oasis is committed to safeguarding and promoting the welfare of children and young people. We expect all staff to share this commitment and to undergo appropriate checks, including an enhanced DBS check.

**OTHER:**

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

The duties of this post may vary from time to time without changing the general character of the post or level of responsibility entailed.

**Signed:**

<b>Employee:</b>		<b>Line Manager:</b>	
<b>Print Name</b>		<b>Print Name</b>	
<b>Date</b>		<b>Date</b>	



# Learning Support Assistant Person Specification

## Our Purpose

Oasis Academies exists to provide a rich and balanced educational environment which caters for the whole person - academically, vocationally, socially, morally, spiritually, physically, emotionally and environmentally. Our task is to serve our students as well as to provide a learning hub for the entire community. In this way we will raise aspirations, unlock potential and work to achieve excellence through encouraging a 'can do' culture which nurtures confident and competent people.

## Oasis Ethos

Our ethos is an expression of our character - it is a statement of who we are and therefore the lens through which we assess all we do. Our work is motivated and inspired by the life, message and example of Christ, which shapes and guides every aspect of each of our schools. This is foundational to our belief that all people are created and loved by God as equal and unique beings, and to our commitment to model inclusion and compassion throughout all the aspects of the life and culture of each Academy community.

For further information, please refer to the Education Charter document which accompanies this job description.

	Essential	Desirable
<b>Qualifications</b>	<ul style="list-style-type: none"> <li>Capability to achieve GCSE grade C in English &amp; Maths and NVQ level 2 in a relevant field</li> </ul>	GCSE Grade C or above or equivalent in English & Maths, plus at least three other academic subjects
<b>Experience, Skills &amp; Knowledge</b>	<ul style="list-style-type: none"> <li>At least 1 years experience of working effectively in a learning / child care setting</li> <li>Skills of empathy, listening, communication and responding with appropriate language to build rapport with children from a variety of ages, abilities and backgrounds.</li> <li>At least 1 years experience of applying the regulations applicable to Health &amp; Safety</li> </ul>	<p>Previous, varied experience of working with children in an educational setting (eg. Care, Development or School).</p> <p>Experience of working in a setting subject to Health &amp; Safety, Hygiene, Child Welfare &amp; Protection regulations</p> <p>Understanding of how different children develop and learn and the experience to identify and apply appropriate processes to achieve progression</p>



	<p>Hygiene, Child Welfare &amp; Protection</p>	<p>Understanding of the role of the class teacher and of the parent in developing and maintaining an effective learning environment</p> <p>Knowledge of remedial first aid</p>
<p><b>Personal Qualities</b></p>	<ul style="list-style-type: none"> <li>• Commitment to safeguarding and promoting the welfare of children and young people</li> <li>• Willingness to undergo appropriate checks, including enhanced DBS checks</li> <li>• Motivation to work with children and young people</li> </ul> <p>Communication skills to promote and develop effective working with pupils and colleagues.</p> <p>Aptitude to develop a knowledge of the role within an education environment. Flexible, adaptable and positive attitude to working in a structured environment</p> <ul style="list-style-type: none"> <li>• Ability to form and maintain appropriate relationships and personal boundaries with children and young people</li> <li>• Emotional resilience in working with challenging behaviours and attitudes to use of authority and maintaining discipline</li> <li>• Have a willingness to demonstrate commitment to the values and behaviours which flow from the Oasis ethos.</li> </ul>	<p>The ability to contribute effectively to the workload and responsibilities of a team</p> <p>Ability to work on own initiative, including recognition of when and how to refer issues elsewhere for effective resolution</p> <p>Ability to carry out duties without supervision</p> <p>Ability to communicate in a language other than English</p> <p>A willingness to develop formal capability through achievement of NVQ level 3 in an appropriate field.</p>