



Magna Academy Poole

an Aspirations Academy

Teaching Assistant

Job Description

Main aspects of the role:

- Supervise and support students, ensuring their safety and access to learning
- Establish good relationships with students, acting as a role model and being aware of and responding appropriately to individual needs
- Promote the inclusion and acceptance of all students
- Promote and reinforce student self-esteem and independence and employ strategies to recognise and reward achievement and self-reliance
- Encourage students to interact with others and engage in activities led by the teacher
- Encourage students to act independently as appropriate
- Be aware of student needs / progress / achievements and report to the teacher/SENCo as agreed
- Undertake student record-keeping as requested
- Support the teacher in managing student behaviour, reporting difficulties as appropriate
- Provide clerical / administrative support
- Promote and support the inclusion of students, including those with specific needs, both in learning activities and within the classroom
- Use behaviour management strategies in line with the academy's behaviour policy to contribute to a purposeful learning environment and encourages students to interact and work cooperatively with others
- Ensure strict confidentiality in all areas of work
- Accompany teaching staff and students on visits, trips and out of school activities as required
- To contribute to the review and evaluation of school intervention strategies in consultation with the SENCo & Inclusion Team to maintain high standards of behaviour
- Act as a role model and set high standards and expectations of conduct and behaviour
- Promote positive values and good behaviour; deal promptly with incidents in accordance with school policy
- Attend relevant school meetings as required
- Participate in relevant training and development opportunities as required.
- Support the school's fire and emergency procedures by being familiar with the instructions for staff and students, located in all of the teaching areas, and take appropriate action should the need arise
- Retain the confidentiality of all aspects of school life

- Comply with all decisions, policies and standing orders of the school and Aspirations Academies Trust; comply with any relevant statutory requirements, including Equal Opportunities legislation, the Health and Safety at Work Act and the Data Protection Act.
- To be aware of and comply with policies and procedures relating to Child Protection and all aspects of safeguarding children
- Undertake such other duties as may be reasonably required appropriate for the level of the post

Purpose:

- Carry forward the Aspirations Academies Trust vision
- Drive the continuous and consistent Aspirations Academies Trust-wide focus on raising achievement and improving student outcomes
- Ensure the Aspirations framework is embodied in every aspect of the Academy;
- Provide high quality care for all students
- Support and guide all students in their personal development
- Help reduce the social and emotional barriers to learning for vulnerable students
- Ensure high standards of behaviour across all year groups
- Play a full role in the management of behaviour in the school
- Keep up-to-date records of students behaviour, actions taken and parental meetings using the school's information management systems
- Work with the Inclusion Team & SENCo to identify appropriate support for targeted, vulnerable and at risk students
- Provide administrative support to the Inclusion Team & SENCo, including producing reports on individual students and groups of students

Other Duties:

- To continue personal development as agreed at appraisal
- To engage actively in the performance review process
- To address the appraisal targets set by the line manager each Autumn Term
- To play a full part in the life of the Academy community, to support its distinctive aim and ethos and to encourage staff and students to follow this example
- To promote actively the Academy's corporate policies
- To comply with the Academy's Health and Safety policy and undertake risk assessments as appropriate
- To show a record of excellent attendance and punctuality
- To adhere to the Academy's Dress Code
- Have regard for the need to safeguard students wellbeing in accordance with statutory provisions

General:

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.

Conditions of Service

Governed by the National Agreement on Teachers Pay and Conditions, supplemented by local conditions as agreed by the AAT.

Special Conditions of Service

Due to the nature of the post, candidates are not entitled to withhold information regarding convictions by virtue of the Rehabilitation of Offenders Act 1974 (Exemptions) Order 1975 as amended. Candidates are required to give details of any convictions on their application form and are expected to disclose such information at the appointed interview.

As this post allows substantial access to children, candidates are required to comply with departmental procedures in relation to police checks. If candidates are successful in their application, prior to taking up post, they will be required to give written permission to the Department to ascertain details from the Police regarding any convictions against them and, as appropriate the nature of such conviction/s.

Equal Opportunity

The post holder will be expected to carry out all duties in the context of and in compliance with the academy's Equal Opportunities Policies.

This job description will be reviewed at regular intervals and is subject to change as the needs of the academy evolve.