

JOB DESCRIPTION

Date

Jan 2021

Job title:	Teaching Assistant
Reporting to:	Heads of School and Head of Learning Support
Department/School:	Akeley Wood Senior School
Scope:	UK
Checks:	Enhanced DBS with barred list checks and Overseas checks (if necessary)

The job holder's responsibility for promoting and safeguarding the welfare of children and young person's for whom s/he is responsible, or with whom s/he comes into contact will be to adhere to and ensure compliance with the relevant Cognita Safeguarding; Child Protection Policy and Procedures at all times. If in the course of carrying out the duties of the role, the job holder identifies any instance that a child is suffering or likely to suffer significant harm either at school or at home, s/he must report any concerns to the School's Child Protection Officer/Designated Safeguarding Lead or to the Head or indeed to the Regional CEO so that a referral can be made accordingly to the relevant third party services.

Working With Us

Achieving more than you believed possible – that's what constitutes a quality education. At Cognita it is what we strive for in our schools. We want it for our children, and we want it for the people who work for us.

Since Cognita's launch in 2004, we've built an international network of 75 schools that serve some 45,000 students across seven countries in the UK, Europe, Latin America and South-East Asia.

Cognita's international network of schools and regional offices, combined with our ongoing investment in the professional development of our people, means we can offer first-class career opportunities with a global dimension. If you want to take your career further, we want to support you in achieving that goal within Cognita.

Job Summary

The ideal candidate will be an enthusiastic Teaching Assistant who can encourage children to achieve more than they imagine possible across a range of subjects. The successful candidate will provide support for students across the curriculum.

The main duties of this role is to provide in-class support, pre teaching as well as delivering bespoke programmes as identified by the Head of Learning Support and/or external agencies. You will work mainly with a named pupil but also with other students within the classroom as required.

Key Responsibilities

To be responsible for the education and welfare of the children under your care in accordance with the requirements of the Conditions of Employment, having regard to the values and mission statement of Akeley Wood School and implementing the policies as laid down by the Head and Cognita.

Teaching & Learning:

- Assist in the educational and social development of pupils in classes, in small groups or individually, under the direction and guidance of the Head of Learning Support, Heads of Department and Teaching staff, dependent on qualifications and experience.
- To support named pupils to access the curriculum and lesson content through provision of appropriate clarification, explanations, modelling, equipment and materials.
- Support Students in accessing learning activities including those with special needs, under the guidance of Teaching staff.
- Assist in the implementation of teaching strategies for students and help monitor their progress.
- Provide support for individual students inside and outside the classroom to enable them to participate fully in activities, including the Enriched Curriculum programme.
- Work with other professionals, such as speech therapists and occupational therapists as necessary.
- Assist teaching staff and the Head of Learning Support with maintaining daily records and other administrative tasks.
- Be aware of and support differences and ensure all students have equal access to opportunities to learn and develop.
- Support students with emotional or SEMH and help develop their social skills.
- Participate in/run interventions for students, as required.
- To carry out break and lunchtime duties, as required.
- Enable those pupils to access the curriculum with confidence.
- Timely and accurate preparation and use of specialist equipment/resources/materials as required by staff/curriculum/lesson plans etc.
- Support Teaching staff by managing classroom equipment, ensuring that safety guidelines are followed and reporting defects or damage.
- Demonstrate and assist others in safe and effective use of specialist equipment/materials.

Administrative Duties:

- Support teaching staff in preparing differentiated resources and other tasks in order to support teaching.
- Keep accurate records about students as directed by the Head of Learning Support.
- Communicate with parents and carers as required and keep accurate records of discussions
- Undertake other duties from time to time as required within the Learning Support Team.

Standards and Quality Assurance:

- Support the aims and ethos of the school as set out in the Schools' Policies, Code of Conduct and Staff Handbook.
- Participate in staff training/INSET Days.
- Set a good example in terms of dress, punctuality, conduct and attendance.
- Attend team and staff meetings as required.
- Undertake professional duties that may be reasonably assigned by the Heads of School e.g productions, educational visits.

Additional Responsibilities:

- Administer routine tests and undertake routine marking of students' work.
- Assist in examinations by supporting individual students in accordance with exam board rules/exam supervision/invigilating.
- Testing of students including reading and spelling.
- Provide occasional teaching cover depending on qualifications and experience.
- Plan and deliver 1:1 and small group interventions/support.
- To prepare equipment and resources to support named pupils in line with their Statement of SEN/ EHCP/ IEP/ Provision Map.
- Contribute to and attend annual reviews for EHCP of named pupils
- Provide regular updates to the parent via key worker emails. (Schedule to be decided with SENCO)

Training & Development:

- Develop and maintain a culture of high expectations and professionalism.
- Participate in regular review of individual and department targets in line with MyCognita personal development.

Principal Working Relationships

Internal:

- Heads of School and Senior Leadership Team
- Heads of Year
- Heads of Department
- Teaching Staff
- Administration Support Staff
- Caretaking and Site Management Staff
- Students

External:

- Cognita Management and Staff
- Parents
- Visitors
- External Contractors/Suppliers

Person Specification

	Attributes	Essential	Desirable
Professional Skills	An awareness of recent national educational developments.	/	
	A clear understanding of recent developments in teaching and learning.		/
	Good working knowledge of ICT applications, with a clear understanding of the potential for ICT in enabling more innovative and effective approaches to learning, teaching and school organisation.	/	
	Excellent interpersonal skills including the ability to relate well to people on all levels, to resolve conflicts in a sensitive manner and to encourage and motivate.	/	
	Ability to work effectively as a member of the Learning Support team, to show initiative and imagination, to have vision and the ability to inspire others.	/	
	First class organisational and administrative skills, with the ability to remain calm under pressure and work to tight deadlines. Managing competing priorities.	/	
	High level of ability to follow directed classroom teaching skills	/	
	Excellent written and spoken English	/	
Qualifications	Educated to a minimum of GCSE Level	/	
	A qualified graduate		/
	Further qualifications to support children with additional needs		/
	Competent user of ICT to support classroom work, pupil assessment and record-keeping.	/	

	Knowledge & Experience of delivering interventions to support students with additional needs.	/	
	Experience of working with children in a school environment.		/
Personal Qualities	Energetic, flexible and empathetic; have a strong conviction that every child can acquire strategies to ensure that they fulfil their true potential.	/	
	A sensitivity to the needs of young people	/	
	Personal integrity, honesty, energy, stamina and enthusiasm.	/	
	Commitment to personal development and lifelong learning.	/	
	The job holder's responsibility for promoting and safeguarding the welfare of children and young persons for who s/he is responsible, or with whom s/he comes into contact will be to adhere to and ensure compliance with the School's Child Protection Policy Statement at all times. If in the course of carrying out the duties of the role, the Job holder becomes aware of any actual or potential risks to the safety or /welfare of children in the school s/he must report any concerns to the School's Child Protection Officer or to the Head.	/	

Competencies for the Role:

Role Specific

- Inspiring trust and confidence
- Building Team Commitment
- Engaging and motivating students
- Analytical thinking
- Positive action to improve the quality of student learning

Values Based Behaviours – the behaviours associated with our company values

- Excellence
- Respect
- Integrity
- Collaboration
- Accountability

Remuneration

- Competitive salary
- Contributory pension scheme
- School fee discount
- Professional development
- Term time plus INSET/Training Days

Signed: Date:

Name (Print):