

Children & Young People’s Service

FOREST MOOR SCHOOL

JOB DESCRIPTION

POST	Advanced Teaching Assistant (ATA)
GRADE:	Band 5 – Scale Points 12-16 + SEN allowance
RESPONSIBLE TO	Member of Senior Leadership Team
JOB PURPOSE	<ul style="list-style-type: none"> To complement the professional work of teachers by taking responsibility for agreed learning activities under an agreed system of supervision. To deliver learning activities for a significant number of individual pupils, groups and whole class. Activities may involve assisting in the planning, preparing and delivering of learning activities as well as monitoring pupils, assessing, recording and reporting on pupils’ achievement, progress and development, under the direction of class/subject teacher. To provide cover supervision for the short term absence of teaching staff for whole classes.

ACCOUNTABILITIES / MAIN RESPONSIBILITIES

Supporting Learning & Development	<ul style="list-style-type: none"> Use teaching and learning objectives to plan, prepare and deliver learning activities to pupils under the supervision of a teacher, adjusting activities according to pupil responses/needs. Monitor, evaluate and record pupil responses to learning activities through a range of assessment and monitoring strategies against pre-determined learning objectives. Implement the School’s pupil support systems and Behaviour Management policy, to anticipate and manage behaviour constructively, promoting self-control and independence. Take account of the effects of different parenting approaches, backgrounds and routines, and be involved in home school liaison. Assist in the development, implementation and monitoring of systems relating to attendance and integration. Support pupils in their social and emotional wellbeing, and assist in the development and implementation of related programmes, including social, health and physical plans. Interact with pupils in ways that support the development of their ability to think and learn and work independently. Escort and supervise pupils on educational visits and out of school activities under the supervision of the teacher. Provide supervision during breaks as required. Support and motivate pupils to promote independence, resilience and increase self esteem. Cover short term teacher absence and communicate pupil work as planned by the classroom teacher and manage pupil behaviour.
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Communication

- Establish rapport and respectful, trusting relationships and communicate effectively with children, young people, their families and carers.
- Initiate appropriate and effective communication with the class teacher, and other professionals, forging and sustaining relationships across agencies.

Sharing Information

- Share information about pupils with teachers and other professionals as required.
- Provide objective accurate feedback and reports as required on pupil development, progress and attainment, supported with relevant evidence.
- Participate in meetings with staff, external agencies and parents, regarding pupils, under the supervision of the teacher.
- Liaise between managers/teaching staff and teaching assistants in the school.
- Pay due regard to professional boundaries, maintaining appropriate levels of confidentiality.
- Participate in staff meetings.

Safeguarding and Promoting the Welfare of CYP

- Be responsible for promoting and safeguarding the welfare of pupils in line with policy and legislation, reporting concerns as appropriate.

Administration / other

- Organise and manage appropriate learning environment and resources
- Support the use of ICT to advance pupils' learning, use common ICT tools for own and pupils' learning.
- Assist with administrative support e.g. dealing with correspondence, compilation/ analysis, presentation of displays, making phone calls, reporting on attendance, exclusions etc.
- Assist in the supervision, recruitment/ induction/ appraisal/ training/ mentoring of other support staff working across the school, where appropriate, sharing good practice.
- Under the guidance and supervision of a class teacher be responsible for being a form tutor.
- Supervise and provide access arrangements for pupils sitting internal and external examinations ensuring that examinations comply with Examination Board Regulations.
- Participate in appraisal, training and other learning activities.

Data Protection

- Comply with the County Council's policies and supporting documentation in relation to Information Governance to includes Data Protection, Information Security and Confidentiality.

Health & Safety

- Be aware of and implement your health and safety responsibilities as an employee and where appropriate any additional specialist or managerial health and safety responsibilities as defined in the Health and Safety policy and procedure.
- Work with colleagues and others to maintain health, safety and welfare within the working environment.

Equalities

- Promote inclusion and acceptance of all pupils.
- Ensure services are delivered in accordance with the aims of the equality Policy Statement.
- Develop own and team members understanding of equality issues.

Flexibility

- North Yorkshire County Council provides front line services, which recognises the need to respond flexibly to changing demands and circumstances. Whilst this job outline provides a summary of the post, this may need to be adapted or adjusted to meet changing circumstances. Such changes would be commensurate with the grading of the post and would be subject to consultation. All staff are required to comply with County Council Policies and Procedures.

Customer Service

- The County Council requires a commitment to equity of access and outcomes, this will include due regard to equality, diversity, dignity, respect and human rights and working with others to keep vulnerable people safe from abuse and mistreatment.
- The County Council requires that staff offer the best level of service to their customers and behave in a way that gives them confidence. Customers will be treated as individuals, with respect for their diversity, culture and values.

PERSON SPECIFICATION

ADVANCED TEACHING ASSISTANT

Essential upon appointment	Desirable on appointment (if not attained, development may be provided for successful candidate)
<p>Knowledge</p> <ul style="list-style-type: none"> • Good understanding of child/young people’s development and learning processes • Understanding of individual children and young people’s needs • An understanding that children/young people have differing needs and knowledge of inclusive practice • Knowledge of Behaviour Management techniques 	<ul style="list-style-type: none"> • Knowledge of Child Protection legislation • Knowledge of Health & Safety legislation
<p>Experience</p> <ul style="list-style-type: none"> • Experience of working with children in an education setting • Experience of working with children with challenging behaviour 	<ul style="list-style-type: none"> • Experience in a particular specialism relevant to the post • Experience of delivering evidence based interventions that accelerate learning
<p>Occupational Skills</p> <ul style="list-style-type: none"> • Demonstrable ICT skills and ability to use them as part of the learning process, or, the ability to develop ICT skills in a reasonable timeframe • Good written and verbal communication skills: able to communicate effectively and build good relationships with all staff, children, young people, families and carers 	

<p>Qualifications</p> <ul style="list-style-type: none"> • Relevant NVQ level 3 qualification or equivalent 	<ul style="list-style-type: none"> • Level 2 qualification or equivalent in English & Maths • Appropriate first aid training
<p>Personal Qualities</p> <ul style="list-style-type: none"> • Good interpersonal skills and ability to work successfully in a team • Able to exercise discretion and judgement • Confidentiality • Flexibility • Strong negotiation and mediation skills • Positive motivation for working with children, young people and their families • Ability to form and maintain appropriate professional relationships and personal boundaries with children and young people and their families • Commitment to safeguarding and promoting the welfare of children and young people • Calm and measured approach to dealing with conflict and emotional resilience in working with challenging behaviours and attitudes • Appropriate use of personal authority • To be committed to Continuing Professional Development 	<ul style="list-style-type: none"> • Creativity
<p>Other Requirements</p> <ul style="list-style-type: none"> • Enhanced DBS clearance • To be committed to the school's policies and ethos • Ability to travel for work purposes • Flexible approach to working shift patterns when required • An empathy for equality & diversity 	