



Co-op Academy
North Manchester

CO-OP ACADEMY NORTH MANCHESTER

TEACHING ASSISTANT

Salary Grade 4

Fixed Term full time – TTO + 5 days

- To contribute to the setting up of a smaller provision setting and subsequent review and evaluation of it.
- To contribute and lead on areas within a smaller provision setting which will enable pupils to both excel and achieve.
- To contribute to the development of both yourself and other staff, alongside the learners of the academy
- To work collaboratively with teaching staff and assist teachers in the whole planning cycle and the management/preparation of resources.
- To supervise the small cohort of referred learners.
- To provide specialist SEMH support for learners, the teacher and the school in order to raise standards of achievement and behavior for all learners by utilising advanced levels of knowledge and skills when assisting with planning, monitoring, assessing and managing classes.
- To encourage learners to become resilient citizens and learners and to understand the vision and values of the Trust and the school and apply these to their own lives.
- This post can work across the ages and ability range provided for by the organisation (11-16).

KEY TASKS AND ACCOUNTABILITIES

Behavioural and Pastoral

- Assist in ensuring a safe, successful and happy learning environment for all learners both inside and outside the provision
- Provide support and assistance for pupil pastoral needs, using a trauma informed approach within their strategies.
- Provide physical support and maintain personal equipment used by any pupils and administer medication as agreed within the academy policy
- Foster and maintain constructive and supportive relationships with parents/carers and other professionals involved, exchanging appropriate information, facilitating their support for their child's attendance, access and learning, and supporting home to school and community links.
- Assist teachers by receiving instructions directly from professional or specialist support staff involved in the pupils' education and implementing these. These may include social workers, health visitors, language support staff, speech therapists, educational psychologists, and physiotherapists.

Planning (under the direction/supervision of the class teacher)

- Plan and prepare lessons with teachers, participating in all stages of the planning cycle, including in lesson planning, evaluating and adjusting.

Lessons/work plans (under the direction/supervision of the class teacher)

- Develop and prepare resources for learning activities in accordance with lesson plans and in response to pupil need.
- Contribute to the planning of opportunities for learners to learn in out-of-school contexts in line with Co-op Academy North Manchester policies and procedures.

Teaching and Learning (under the direction/supervision of the class teacher)

- Within an agreed system of supervision and within a pre-determined lesson framework, teach whole classes.
- Provide detailed verbal and written feedback on lesson content, pupil responses to learning activities and pupil behaviour, to teachers and learners.
- Motivate and progress learners' learning by using clearly structured, interesting teaching and learning activities.
- Promote and support the inclusion of all learners, including those with specific needs, both in learning activities and within the classroom.
- Use behaviour for learning strategies, in line with the Co-op Academy North Manchester Pathways policy and procedures, to contribute to a purposeful learning environment and encourage learners to interact and work co-operatively with others
- In accordance with arrangements made by the teacher in charge, progress learners' learning in a range of classroom settings, including working with individuals, small groups and whole classes
- Organise and safely manage the appropriate learning environment and resources
- Promote and reinforce pupil's self-esteem and independence and employ strategies to recognise and reward achievement of self-reliance
- Ensure equality and diversity for all and actively promote this through a range of approaches and challenge this as appropriate
- Be responsible for ensuring learning outside the classroom and SMSC activities are integrated into learning
- Support the role of parents/carers in learners' learning and contribute to/lead meetings with parents to provide constructive feedback on pupil progress, achievement and behaviour, maintaining sensitivity and confidentiality at all times, in line with academy policy.

Monitoring and Assessment (under the direction/supervision of the class teacher)

- With teachers, evaluate learners' progress through a range of assessment activities.
- Assess learners' responses to learning tasks and where appropriate, modify methods to meet individual and/or group needs.
- Monitor learners' participation and progress and provide constructive feedback to learners in relation to their progress and achievement.
- Assist in maintaining and analysing records of learners' progress.
- Contribute to programmes of observation and assessment as planned by the teacher and provide reports, evaluations and other information to assist in the provision of appropriate support for specific children.
- Support the teaching staff with reporting learners' progress and achievements at parent/carer meetings and reviews which may be held outside school hours.

Mentoring, Supervision and Development

- Regularly demonstrate duties to, give advice & guidance to, training of other Teaching Assistants, students or trainees.
- Assist teachers in offering mentoring support and guidance to other teaching assistants undertaking formal training.

- Offer mentoring support and guidance for older learners undertaking work experience activities
- Support and guide other less experienced teaching assistants' work in the classroom when required and lead training for other teaching assistants.
- Contribute to the overall ethos, work, and aims of Co-op Academy North Manchester by attending relevant meetings and contributing to the development of policies and procedures within the school. Also participate in staff meetings and training days/events as requested.

Other

- Any other duties required by the class teacher, or the teacher in charge, which is within the scope of this post.
- To promote the safeguarding of children and follow all safeguarding and child protection and related policies
- To carry out the duties and responsibilities of the post, in accordance with the School's Health and Safety Policy and relevant Health and Safety.

Guidance and Legislation (under the direction/supervision of the class teacher)

- To use information technology systems as required to carry out the duties of the post in the most efficient and effective manner
- To follow all policies and procedures of both the academy and the Trust and promote the values and vision of both in all they do.
- To undertake other duties appropriate to the post that may reasonably be required from time to time
- Any other duties required by the class teacher or the Teacher in Charge, which is within the scope of this post.

General Responsibilities

- To work consistently to uphold the academy's vision and values and those of the trust
- To work in a co-operative and appropriate manner with all stakeholders
- To work with pupils and parents in a courteous, positive, caring and responsible manner at all times
- To work with visitors to the academy in such a way that it enhances the reputation of the school
- To seek to improve oneself and others
- To present oneself in a professional way that is consistent with the values and expectations of the school
- Comply with policies and procedures relating to child protection, health, safety and welfare, confidentiality and data protection, safeguarding, reporting all concerns to an appropriate person
- Be aware of and support difference and ensure equal opportunities for all
- Contribute to the overall ethos/work/aims of the school
- To act as an ambassador of Co-op Academy North Manchester

