



The Nar Valley Federation of Church Academies

Executive Head teacher: Mrs Anne Neary

Web: www.narvalleyfederation.co.uk

Job Description ~ Relief Teaching Assistant

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| Job Title: | Relief Teaching Assistant |
| Salary scale: | Scale C |
| Contract type: | Permanent |
| Hours: | 6.5 hours per week |
| Reports to: | Class Teacher, Headteacher |

Main duties and responsibilities:

To assist in promoting the learning and personal development of pupils to whom you are assigned, to enable them to make best use of the educational opportunities available.

Support for Pupils

- Assess the needs of students and use detailed knowledge and specialist skills to support students' learning
- Establish productive working relationships with students, acting as a role model and setting high expectations in terms of learning and behaviour
- Promote the inclusion and acceptance of all students within the classroom
- Encourage students to interact and work co-operatively with others and engage all students in activities
- Promote independence and employ strategies to recognise achievement of self-reliance
- Provide feedback to students in relation to progress and achievement
- Support students consistently whilst recognising and responding to their individual needs
- Activities will be planned around the threshold concepts and children's interests and needs
- Take responsibility for the developing and implementing IEPs (Individual Education Plans).

Support for Teachers

- Take responsibility for organising and managing appropriate learning environments and responses.
- Provide objective and accurate feedback and reports as required on student achievement, progress and other matters, ensuring the availability of appropriate evidence



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- Work within an established discipline policy to anticipate and manage behaviour constructively, promoting self-regulation and independence
- Record progress and achievement in lessons/activities systematically and providing evidence of range and level of progress and attainment
- Support the role of parents in students' learning and contribute to meetings with parents to provide constructive feedback on student progress/achievement etc.
- Administer and assess/mark tests and invigilate exams/tests if required
- Provide cover, planned and dynamic, including absence and PPA
- Support for Curriculum development
- Able to select and prepare the necessary resources to teach learning activities.

Support for the Curriculum

- Deliver learning activities to students within agreed system of supervision, adjusting activities according to student responses/needs
- Deliver local and national strategies and a broad and balanced curriculum and make to support the development of students' skills
- Use ICT effectively to support learning activities and develop students' competence and independence in its use
- If appropriate, advise on appropriate deployment and use of specialist aid/resources/equipment
- Select and prepare resources necessary to lead learning activities, taking account of students' interests and language and cultural backgrounds.

Support for the Academy

- Comply with and assist with the development of policies and procedures relating to child protection, health, safety and security, confidentiality and data protection, reporting concerns to an appropriate person
- Be aware of and support difference and ensure all students have equal access to opportunities to learn and develop
- Support the aims and Christian ethos of the school
- Where appropriate, establish constructive relationships and communicate with other agencies/professionals, in liaison with the teacher, to support achievement and progress of students
- To actively engage in training sessions, meetings and other directed tasks, to support the school's priorities and to ensure to secure their own professional development



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- Contribute to the identification and execution of appropriate out of school learning activities which consolidate and extend work carried out in class
- If required, deliver out of school learning activities within guidelines established by the academy
- To support, uphold and contribute to the development of the Academy's Equal Rights policies and practices in respect of both employment issues and the delivery of services to the community
- Recognise own strengths and areas of specialist expertise to advise and support others
- Committed to working with the staff team to ensure the highest levels of safeguarding are upheld at all times
- To report any safeguarding concerns to the Designated Safeguard Lead
- When appropriate, and as directed by the Headteacher, lead, advise and contribute to team development activities, by coaching and mentoring less experienced colleagues to support the achievement of individuals and the school priorities
- To undertake other similar duties and activities within the grade and scope of the post as directed by the Headteacher
- Attend and participate in the academy events as required
- Set a good example in terms of dress, punctuality, and attendance
- Uphold the school's behaviour code and uniform regulations
- Follow guidance and procedures related to absence.
- Adhere to the schools' policies and procedures.

Administration

- Support the assessment procedures for children you work with at the Academy
- Support the implementation of One Page Profiles, Support and Intervention Plans (SIPs) or any other plan put in place for pupils
- Monitor and report on the implementation of all Support Plans and assist with record keeping
- Assist, as requested, in the preparation and review of all Support Plans.

Resources

- Help students access specialist learning resources as required
- Keep up-to-date knowledge of the range of external agencies and opportunities that can be used to provide extra support for children you work with
- Takes responsibility for advising on the appropriate deployment and use of specialist aids/resources/equipment.



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General Information

The job description details the main outcomes required and should only be updated to reflect major changes that impact on the outcomes of the job.

All work performed/duties undertaken must be carried out in accordance with DNEAT and academy's policies and procedures, within legislation, and with regards to the needs of our customers and the diverse community we serve.

Job holders will be expected to be flexible in their duties and carry out any other duties commensurate with the grade and falling within the general scope of the job, as requested by management.

The post holder will have a shared responsibility for the safeguarding of all children and young people. The post holder has an implicit duty to promote the welfare of all children and young people.

The Trust is committed to safeguarding and promoting the welfare of children and young people and expects all staff and volunteers to share in this commitment. All staff will be subject to an enhanced DBS (Disclosure and Barring Service) check.

The post holder must ensure that they have read, understood and act in accordance with current academy policies, particularly those intended to protect children and employees, for example, health, safety, welfare, safeguarding and inclusion.

Working Time

This job description allocates responsibilities and duties but does not direct the particular amount of time to be spent carrying them out and no part of it may be so constructed. In allocating time to the performance of responsibilities and duties you must use directed time in accordance with the School Teachers' Pay and Conditions Document and Norfolk Children's Services policies and the school's plans on use of time. Review This job description will be reviewed as part of the school's performance management procedures. Annual objectives for professional development will also be agreed at this time as well as a review of those set the previous year. Amendments and modifications to the job description may be made after consultation. This job description is not a comprehensive statement of procedures and tasks but sets out the main expectations of the school in relation to expected professional responsibilities and duties.