

JOB DESCRIPTION - ATA

Position	Advanced Teaching Assistant (ATA)
Grade	Pts 16-17
Contract	35 hours per week, term time + 5 PL days
Responsible to	Headteacher
Line Manager	Headteacher/Senior Management Team
Safeguarding	Enhanced DBS

JOB PURPOSE

To work, under the direction of the class teacher and other appropriate staff, in assisting and contributing to the planning, delivery and evaluation of the learning process. The post holder will work in classes supervising groups and/or individual pupils and will assist in the induction and development of classroom support staff.

ACCOUNTABILITIES/MAIN RESPONSIBILITIES

Effective Communication and engagement with children, young people, their families and carers	<ul style="list-style-type: none">• Establish rapport and respectful, trusting relationships and communicate effectively with children, young people, their families and carers.• Listen and provide support and encouragement to children and young people.• Know that communication is a two way process• Supervise groups and individual pupils as required.
Child and young person development	<ul style="list-style-type: none">• Assist in and contribute to the planning and evaluation of the learning process.• Assist in the delivery of the learning process under the direction of the class teacher and other appropriate staff.• Provide educational, emotional and physical support to pupils.• Appreciate the impact of transition on child development• Understand and take account of the effects of different parenting approaches, backgrounds and routines.

	<ul style="list-style-type: none"> • Know how to interact with children in ways that support the development of their ability to think and learn. • Support and assist in the development and implementation of appropriate behaviour management strategies.
Safeguarding and promoting the welfare of the child	<ul style="list-style-type: none"> • Assist with the supervision of groups and individual students as required. • Assist with playground supervision. • Be responsible for promoting and safeguarding the welfare of children and young people that you are responsible for and come into contact with. • Have an awareness and basic knowledge, where appropriate, of the most recent legislation.
Supporting Transitions	<ul style="list-style-type: none"> • Contribute to the provision of advice and guidance as required and appropriate. • Listen to concerns; recognise and take account of signs of change in attitudes and behaviours • Understand your own role and its limits and the importance of providing care or support.
Multi-agency working	<ul style="list-style-type: none"> • Know the value and expertise you bring to a team and that brought by your colleagues. • Work in a team context – forging and sustaining relationships across agencies and respecting the contribution of others working with children, young people and families. • Have a general knowledge & understanding of the range of organisations and individuals working with children, young people and those caring for them and be aware of the roles & responsibilities of other professionals.
Sharing information	<ul style="list-style-type: none"> • Provide structured judgement and feedback on pupils' attainment and progress within assessment & reporting processes.

	<ul style="list-style-type: none"> • Assist in the induction and development of classroom support staff. • Be aware of and comply with policies and procedures relating to child protection, confidentiality, health, safety and security. • Understand the importance of sharing information, how it can help and the dangers of not doing so. • Be aware of own (and others') professional boundaries. • Ability to use clear language to communicate information unambiguously to others including children, young people, their families & carers. • Attend staff meetings, training days and management team meetings by agreement with the Headteacher
Administration /Other	<ul style="list-style-type: none"> • Plan and prepare materials and undertake minor clerical duties. • Participate in the School's performance management scheme. • Supervise pupils sitting internal and external examinations as required, ensuring that examinations comply with the Examination Board Regulations. • Participate in training and other learning activities and performance development as required.
Health & Safety	<ul style="list-style-type: none"> • 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.
Equalities	<ul style="list-style-type: none"> • Ensure services are delivered in accordance with the aims of the equality Policy Statement. • Develop own understanding of equality issues.

Whilst this job outline provides a summary of the post, it is not a comprehensive list or description and the job will evolve to meet changing circumstances. Such changes would be commensurate with the grading and conditions of service of the post and would be subject to discussion and consultation. All staff are required to comply with the school's policies, procedures and ethos.

In relation to Data Protection, Information Security and Confidentiality, all staff are required to comply with the school's policies and supporting documentation in respect of these issues.

Equal Opportunities

Horizons Trust supports the principle of equality of opportunity in employment and has a clearly stated policy for Equalities.

ATA Person Specification

CRITERIA	ESSENTIAL	DESIRABLE	ASSESSMENT
Qualifications & Training			
Maths & English at Grade C or above	X		2 & 5
Childcare Qualification at Level 3 (or equivalent).		X	2 & 5
First aid training		X	2 & 5
Experience			
Experience appropriate to working with children in an education setting.	X		2 & 4
Skills & Knowledge			
Demonstrable IT skills and ability to use them as part of the learning process, or, the ability to develop IT skills in a reasonable timeframe.	X		2 & 4
Good written and verbal communication skills: able to communicate effectively and clearly with a range of staff, children, young people, their families and carers.	X		2, 3 & 4
Good understanding of child development and learning processes.	X		2 & 4
Behaviour management	X		2 & 4
Personal Qualities			
Demonstrable interpersonal skills.	X		2 & 4
Ability to work successfully in a team.	X		2 & 4
Confidentiality.	X		2 & 4

Other Requirements			
To be committed to the school's policies and ethos.	X		2 & 4
To be committed to Continuing Professional Development	X		2 & 4
Motivation to work with children and young people.	X		2 & 4
Ability to form and maintain appropriate relationships and personal boundaries with children and young people.	X		2 & 4
Emotional resilience in working with challenging behaviours; and, attitudes to use authority and maintaining discipline.	X		2 & 4
Equal opportunities			
To assist in ensuring that The Woodlands Academy equalities policies are considered within the school's working practices in terms of both employment and service delivery	X		2 & 4

- Assessment: 1. Test prior to shortlisting (i.e. all applicants) 4. Probing at interview
2. From application form 5. Documentary Evidence
3. Test after shortlisting 6. OTHER(Please specify)

Horizons Specialist Trust is committed to safeguarding and promoting the welfare of children and young people. As part of our safer recruitment process, online checks may be carried out. Any offer of employment will be subject to a satisfactory Enhanced DBS check, health check and the receipt of two satisfactory references