



### Teaching Assistant (Ukrainian or Russian speaking)– Job Description

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| <b>Post Title</b>   | Teaching Assistant (Ukrainian or Russian Speaking) - Temporary Post |
| <b>Salary</b>       | H3 plus fringe allowance  |
| <b>Reporting to</b> | SENCO   |

Job descriptions are subject to review and amendment. This job description may be amended at any time following discussion with the Headteacher and is to be reviewed periodically.

#### Main (Core) Duties

To support individual students on a one-to-one basis, including translating from English to Ukrainian or Russian in lessons, as well as leading small group work and being part of the Team around the Child.

#### Supporting a Student or Group of Students

- To assist a student or group of students to access all areas of the curriculum as effectively as possible
- To support students with college placements and to liaise between the school and the college.
- To support specific learning needs as required; to deliver individual interventions as required
- To provide support and challenge to enable learning within group and individual learning situations
- To establish a positive working relationship with students
- To encourage positive learning behaviour
- To act as a skilled supporter to enable effective learning
- To assist students learning by preparing materials in advance and modifying where necessary
- To encourage inclusion and acceptance of all students and their special needs • To provide praise and promote the development of a student's self esteem • To facilitate and actively encourage independent communication with other students • To encourage the development of independence and self-reliance

#### Supporting the Teacher

- To support the teaching staff and other professionals in the development of a suitable programme of support
- To assist with the planning of learning activities
- To work together with teaching staff and/or other professionals to contribute to a system for recording progress
- To contribute to the maintenance of the student's progress records in accordance with the SEN Code of Practice
- To provide clerical/admin support e.g. photocopying, filing, administer coursework etc.

when required to do so by their line manager

### Supporting the School

- To work within the Inclusion Department to offer a positive learning experience for students
- To interact with the wider school community
- To take part in any required training/professional development sessions
- To take part in national strategies and learning initiatives
- To be aware of school policies
- To be an active part of the invigilation and access arrangements team To work with external agencies and alongside parents To support staff development with regards to Inclusion
- To accompany teaching staff and students on visits, trips and out of school activities as required and take responsibility for a group under the supervision of the teacher

### Professional Standards

- Set a good example in terms of professional dress and appearance, punctuality and attendance
- Uphold the school's behaviour policy, uniform regulations and code of conduct in a consistent, firm and non-confrontational manner
- Attend team and staff meetings as appropriate, contributing actively whenever possible

### Additional Duties

- To play a full part in the life of the school community, to support its distinctive mission and ethos
- This position will also involve taking on other appropriate roles and duties as and when directed by the Headteacher

### Person Specification

The Governors are looking for an exceptional support staff member to play their part in driving and shaping the future of Ashlyns School. Our person specification is underpinned by our educational philosophy. This centres around a shared view that a child's starting point should not define their destiny and an understanding of, and belief in, the difference that school can make.

The successful candidate will share a commitment to:

- our core values of respect, trust, honesty and hard work
- high standards of academic achievement for all students
- excellent pastoral care, support and guidance
- developing the experiential element of school life to ensure that students leave our school as well-rounded individuals ready to take their place in the world

|  | Essential | Desirable |
|--|-----------|-----------|
| Qualifications   |           |           |
| A good standard of general education, including a C grade in GCSE (or equivalent) in English and Maths | X         |           |
| A relevant qualification in Childcare and/or Education   |           | X         |

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| Experience   |   |   |
| Experience of working with young people  |   | X |
| Knowledge  |   |   |
| Is a fluent speaker of Russian or Ukrainian and is able to translate into a good standard of English | x |   |
| Needs of young people  | X |   |
| Child development and the ways in which children learn   | X |   |

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| Understanding of relevant policies/codes of practice                            |   | X |
| Safeguarding  | X |   |
| Equal Opportunities   | X |   |
| Training in the relevant learning strategies e.g. literacy                      |   | X |
| Skills  |   |   |
| Good numeracy/literacy skills   | X |   |
| Effective use of ICT to support learning  | X |   |
| Ability to relate well to young people and adults                               | X |   |
| Ukrainian (preferable) or Russian speaking                                      | X |   |
| Work constructively as part of a team   | X |   |
| Good organisational skills  | X |   |
| Liase and communication effectively with others                                 | X |   |
| Supervise young people under clearly defined behaviour management policies      | X |   |
| Assist young people on an individual basis, in small group and whole class work | X |   |
| Help professionals staff to achieve their objectives                            | X |   |
| Demonstrate the ability to learn and adapt from previous experience             |   | X |
| Monitor, record and make basic assessments about individual progress            |   | X |
| Personal Qualities  |   |   |
| Good role model   | X |   |

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| Ability to relate calmly and assertively with adults and students           | X |  |
| Strong interpersonal skills   | X |  |
| Energetic, creative and imaginative approach to solving problems            | X |  |
| Cooperative, flexible and responsible                                       | X |  |
| Able to prioritise and work under own initiative without direct supervision | X |  |
| Reliable, well organised and committed to high standards                    | X |  |
| Able to maintain confidentiality  | X |  |