

JOB DESCRIPTION	
LOCATION:	HAVEN HIGH ACADEMY- MARIAN CAMPUS
JOB TITLE:	FULL TIME LEARNING ASSISTANT- Phonics Intervention
GRADE/SALARY:	G4
1.	<p>PURPOSE OF JOB</p> <p>This role is to provide small group intervention to students who are on our Literacy Intervention programme. Working closely with the Intervention teacher, the postholder would be responsible for planning and marking for their students.</p>
2.	<p>MAIN RESPONSIBILITIES, TASKS AND DUTIES</p> <p>i To liaise with the Intervention teacher and SEND Manager to ensure the needs of the students are met and that targeted intervention is provided.</p> <p>ii To liaise with the English team where appropriate.</p> <p>iii To work closely with other members of the Learning Support team to ensure the needs of the students are met.</p> <p>iv To provide supervision for students on duty at lunch time.</p> <p>v To provide regular feedback to the Intervention teacher and English team on the progress of students.</p> <p>viii To attend all relevant training and professional development sessions provided and keep personal appraisal records up to date.</p>
3.	<p>LINE MANAGEMENT OF STAFF</p> <p>N/A</p>
4.	<p>CREATIVITY AND INNOVATION</p> <p>It is anticipated that the postholder will through their work, seek to identify and deliver strategies for supporting students with low literacy skills and perhaps Special Educational Needs. This will be discussed with the relevant stakeholders.</p>
5.	<p>CONTACTS AND RELATIONSHIPS</p> <p>Students Intervention teacher SEND Manager Learning Support team English team</p>
6.	<p>DECISIONS <i>a requirement to make decisions or recommendations. The extent to which policies, procedures or other guidelines affect your decisions.</i></p> <p>Discretion- <i>The postholder will have the following discretions-</i> Supporting the students in intervention groups and how to deliver the planned work. Where a more personalised approach is required, this to be agreed with the SEND Manager.</p> <p>Consequences- <i>The consequences of the postholder's decisions can be anticipated to impact on the following-</i> The students receiving intervention will make progress.</p>

7.	<p>RESOURCES N/A</p>
8.	<p>WORK ENVIRONMENT</p> <p>a) Work demands- <i>impact of deadlines and changing and conflicting priorities.</i> The postholder should not experience regular interruptions to their usual working day and if changes need to be made, reasonable notice will be given.</p> <p>b) Physical demands- <i>continuing physical effort, bending, lifting, pushing etc</i> The postholder will not be expected to do anything unreasonable for a teaching assistant such as carrying classroom resources.</p> <p>c) Working conditions- <i>Exposure to disagreeable or unpleasant conditions.</i> The postholder will not be expected to manage situations such as these.</p> <p>d) Work context <i>Potential risk to safety and well being, including abuse and aggression</i> There is a moderate risk associated with this post regarding emotional, physical and aggressive abuse from young people and their carers.</p>
9.	<p>KNOWLEDGE AND SILLS <i>required to be fully competent with the post</i></p> <p>Qualifications Minimum expectation of C grade or equivalent in English and Maths GCSE.</p> <p>Experience Ideally some experience of working in an educational or training setting.</p> <p>Knowledge A basic understanding of the education system and a willingness to learn. Basic computer skills and the ability to develop competencies in word processing, data bases and spreadsheets.</p> <p>Skills Good communication skills, both written and oral. Ability to work effectively with other staff.</p>
10.	<p>GENERAL</p> <p>Other duties The duties and responsibilities in this job description are not exhaustive. The Postholder may be required to undertake other duties tha from time to time within the general scope of the post. Any such duties should not substantially change the</p>

JOB DESCRIPTION- TEACHING ASSISTANT

	<p>general scope of this grade of post will be with the consent of the postholder.</p> <p>Equal opportunities The postholder is required to carry out the duties in accordance with Academy Trust Equality policy.</p> <p>Health and safety The postholder is required to carry out the duties in accordance with the Academy Trusts' Health and Safety policies and procedures</p>
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