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| Salary: | NJC Pay Scale, Grade C |
| Responsible to: | |
| Date of Job Description: | |

Purpose of the Role:

To work with teachers to support teaching and learning by working with individuals or groups of pupils under the direction of teaching staff and may be responsible for some learning activities within the overall teaching plan.

Main Tasks and Responsibilities

General Duties:

- To act in accordance with FCAT's policies and procedures.
- To act as a role model and work in accordance with the Trust values: pride, ambition, respect, resilience, integrity and excellence.
- To encourage and promote non-discriminatory behaviour and ensure equality and diversity is sustained within FCAT and our academies.
- To ensure compliance with the General Data Protection Regulations and maintain confidentiality in your working practices each day. To ensure compliance with FCAT's Health and Safety Policy at all times.
- To adhere to FCAT's Safeguarding policy and procedures to ensure that the duty of care for all staff, including yourself to protect children and young people is maintained.
- Any other tasks and responsibilities reasonably appropriate to this post and grade.
- To attend mandatory training and participate in performance development as required.
- To work in support of the Team FCAT Work and Wellbeing Charter.

Key duties:

1. Implement planned learning activities / teaching programmes as agreed with the teacher, adjusting activities according to pupils' responses and resolving related problems as appropriate;
2. Participate in planning and evaluation of learning activities with the teacher for the session, day or week and providing feedback to the teacher on pupil progress and behaviour;
3. Support the teacher in monitoring, assessing and recording pupil progress / activities;
4. Provide feedback to pupils in relation to attainment and progress under the guidance of the teacher;
5. Communicates with pupils to promote learning, including assessing the impact of the communication on recipients and adjusting approach as necessary;
6. Support learning by arranging/providing resources for lessons / activities under the direction of the teacher;
7. Responsible for the careful and safe use equipment, such as play and standard ICT equipment;
8. Support pupils in social, health and emotional well-being, drawing any problems which cannot be resolved to the attention of the teacher;
9. Share information about pupils with other staff, parents / carers, as appropriate;
10. Understand and support independent learning and inclusion of all pupils as required;
11. Maintain confidentiality and adhere to safeguarding procedures;
12. Demonstrate and adhere to the schools health and safety policies and procedures.

Teaching Assistants in this role may also:

1. Assist in the development of individual development plans for pupils (such as Individual Educational Plans);
2. Support the work of volunteers and other teaching assistants in the classroom;
3. Support the use of ICT in the curriculum;
4. Assist with break-time supervision including facilitating games and activities;
5. Invigilate exams and tests;

6. Assist in escorting and supervising pupils on educational visits and out of school activities;
7. Select, prepare and clear away classroom materials and learning areas ensuring they are available for use, including developing and presenting displays;
8. Support children's learning through play;
9. Support pupils in developing and implementing their own personal and social development;
10. Assist pupils with eating, dressing and hygiene, as required, whilst encouraging independence;
11. Demonstrate own duties to new or less experienced staff.

Indicative knowledge, skills and experience

- Level 2 NVQ and Level 2 certificate in supporting teaching and learning on the Qualification and Credit Framework;
- Knowledge and compliance with policies and procedures relevant to child protection and health and safety.

Roles at this level do not deliver “specified work” as defined in the guidance to Section 133 of the Education Act 2002.

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| Salary: | NJC Pay Scale, |
| Responsible to: | |
| Date of Job Description: | July 2024 |

Purpose of the Role:

To work with children, as part of a professional team, on education and social development and to provide a high quality of care.

Main Tasks and Responsibilities

General Duties:

- To act in accordance with FCAT's policies and procedures.
- To act as a role model and work in accordance with the Trust values: pride, ambition, respect, resilience, integrity and excellence.
- To encourage and promote non-discriminatory behaviour and ensure equality and diversity is sustained within FCAT and our academies.
- To ensure compliance with the General Data Protection Regulations and maintain confidentiality in your working practices each day. To ensure compliance with FCAT's Health and Safety Policy at all times.
- To adhere to FCAT's Safeguarding policy and procedures to ensure that the duty of care for all staff, including yourself to protect children and young people is maintained.
- Any other tasks and responsibilities reasonably appropriate to this post and grade.
- To attend mandatory training and participate in performance development as required.
- To work in support of the Team FCAT Work and Wellbeing Charter.

Key Duties

1. Lead activities and work with individuals or groups of children, under direction adapting activities to suit the needs of early years pupils;
2. Support behaviour management and development;

3. Set up and clear away displays and activities, including ensuring that the materials and equipment are safe and clean;
4. Attend to children's personal needs;
5. Communication with early years pupils to encourage social, educational and physical development and acceptable behaviour;
6. Liaise and establish positive relationships with parents / carers in order to exchange information;
7. Contribute to the planning and development of learning/play activities, solving any problems that may arise;
8. Contribute to observation and assessment procedures;
9. Provides assistance to children on social, welfare and health matters and provides support to the teacher on behaviour management of children;
10. Update children's records;
11. Maintain confidentiality and adhere to safeguarding procedures.

Individuals in the role may also:

1. Have key worker responsibilities for particular children;
2. Supervise children at meal times;
3. Work with external agencies;
4. Contribute to the development of individual development plans (such as Individual Educational Plans) for children with special educational needs;
5. Supervise other staff;
6. Undertake accompanied home visits;
7. Demonstrate own duties to new or less experienced staff.

Indicative knowledge, skills and experience

- Completed a common core programme of induction for working with children
- Knowledge /skills equivalent to current National Qualifications level 2 or equivalent experience