

## **Responsibilities**

### **Support for Pupils**

- Attend to the pupils' personal needs, and implement related personal programs, including social, health, physical, hygiene, first aid and welfare matters
- Supervise and support pupils ensuring their safety and access to learning
- Establish good relationships with pupils, acting as a role model and being aware of and responding appropriately to individual needs
- Promote the inclusion and acceptance of all pupils
- Encourage pupils to interact with others and engage in activities led by the teacher
- Encourage pupils to act independently as appropriate
- Support pupils in accessing learning activities as directed by the teacher

### **Support for the Teacher**

- Prepare the classroom as directed for lessons and clear afterwards and assist with the display of pupils work
- Be aware of pupil problems/progress/achievements and report to the teacher as agreed
- Undertake pupil record keeping as requested and other basic record keeping
- Support the teacher in managing pupil behaviour, reporting difficulties as appropriate
- Gather/report information from/to parents/ carers as directed
- Provide administrative support e.g. photocopying, typing, filing, collecting/recording money etc.
- Ensure the maintenance of a clean and orderly working environment
- Timely and accurate preparation of routine equipment/resources/materials as set out in instructions.
- Assist the teacher with learning activities ensuring health and safety and good behaviour of pupils

### **Support for the Curriculum**

- Support pupils to understand instructions
- Support pupils in respect of local and national learning strategies, e.g. literacy, numeracy, early years, as directed by the teacher
- Support pupils in using basic ICT as directed
- Prepare and maintain equipment/resources as directed by the teacher and assist pupils in their use
- Monitor and arrange orderly and secure storage of supplies
- Operation of every day equipment in accordance with instructions
- Maintenance of every day equipment, check for quality/safety
- Undertake simple repairs and report other damages

### **Support for the School**

- Be aware of and comply with policies and procedures relating to child protection, health, safety and security, confidentiality and data protection, reporting all concerns to an appropriate person
- Be aware of and support difference and ensure all pupils have equal access to opportunities to learn and develop
- Contribute to overall ethos/work/aims of the school
- Appreciate and support the role of other professionals
- Attend relevant meetings and participate as required
- Participate in development and other learning activities and performance development opportunities as required
- Assist with the supervision of pupils out of lesson times, including before and after school and lunchtimes, e.g. clubs, extra curriculum activities
- Accompany teaching staff and pupils on visits, trips and out of school activities as required
- To undertake any other duties, commensurate within the grade, at the discretion of the Headteacher

### **Standard Duties in all Trust Job Description**

- Show a commitment to diversity, equal opportunities and anti-discriminatory practices
- Show a commitment to ensuring that children and young people learn in a safe environment
- Participate in relevant and appropriate training and development as required.

### **Method of Working**

The Wellspring Academy Trust expects all staff to work effectively and co-operatively as part of a team, delivering high quality support. This requires dealing with people politely and tactfully, and in accordance with Trust guidelines, policies and procedures. Wellspring Team members are expected to respect confidentiality and safeguarding practices at all times.

### **Public Relations**

Considerable importance is attached to the public relations aspect of our work. Members of the Team must project a positive image of the Trust at all times and through all activity.

### **DBS Certificate**

The Wellspring Academy Trust takes its duty to safeguard the young people with which it works seriously.

All Wellspring Team Members are required to undertake a Disclosure and Barring Service (DBS) check.

## Person Specification – Teaching Assistant

		<b>Essential / Desirable</b>	<b>How Identified</b>
<b>Section</b>	<b>Information</b>		
<b>Education and Training</b>			
	2 GCSEs at Grade A-C in English and Maths or equivalent	Essential	A/I
	Excellent numeracy/ literacy skills	Essential	A/I
<b>Experience</b>			
	Relevant Experience	Essential	A/I
	Experience working with children of a relevant age in a learning environment	Essential	A/I
	Experience working with pupils with additional needs/SEN/Inclusion	Desirable	A/I
<b>General and Specialist Knowledge</b>			
	Full working knowledge of relevant policies/codes of practice/legislation	Essential	A/I
	Good understanding of child development and learning processes	Essential	A/I
	Constantly improve own practice/ knowledge through self-evaluation and learning from others	Essential	A/I
<b>Skills and Abilities</b>			
	Ability to relate well to children and adults	Essential	A/I
	Work constructively as part of a team, understanding classroom roles and responsibilities and your own position within these	Essential	A/I
	Effective use of ICT to support learning	Essential	A/I
	Ability to self-evaluate learning needs and actively seek learning opportunities	Essential	A/I
	Relevant knowledge of first aid	Desirable	A/I
	Understand range of support services/ providers	Essential	A/I
<b>Additional Requirements</b>			
	Operate with the highest standards of personal/professional conduct and integrity	Essential	A/I
	Willing to work flexibly in accordance with policies and procedures to meet the operational needs of the Trust.	Essential	A/I

	Willing to undertake training and continuous professional development in connection with the post.	Essential	A/I
	Work in accordance with the Trust's values and behaviours.	Essential	A/I
	Satisfactory DBS disclosure to work in an environment dealing with young people	Essential	A/I
	Ability to form and maintain appropriate relationships and personal boundaries with children, young people and vulnerable adults	Essential	A/I
	A commitment to safeguarding and promoting welfare for all	Essential	A/I