T.E.A.M EDUCATION TRUST

MODEL VILLAGE PRIMARY SCHOOL

**JOB DESCRIPTION:**

**Contract:** Fixed-Term – until 31 August 2022

**Pay Scale**: Grade 4

**Hours**: 17.5 hours per week

**Responsible to:** Principal

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| **Key Responsibilities** |

# To work across the school under the guidance of teaching/ senior staff and within an agreed system of supervision, to implement agreed work programmes with individuals/groups, in or out of the classroom, including assisting with the general care, mobility and personal hygiene needs of pupils. This could include those requiring detailed and specialist knowledge in particular areas and will involve assisting the teacher in short term planning and recording, and the management/ preparation of resources.

# The Learning & Support Assistant may take responsibility for short term planning for a few regular small groups/ sessions, agreed between the TA and teacher, and authorised by the Principal. The primary focus will be to ensure continued high quality learning and pupil achievement.

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| **Core Requirements of the post.** |

The postholder will demonstrate essential professional characteristics, and in particular will:

* Support the Class Teacher with children's access to learning, by facilitating access to the lesson content and materials
* Engage and motivate pupils
* Improve the quality of pupils’ learning
* Inspire trust and confidence in pupils and colleagues
* Build team commitment with colleagues and in the classroom
* Demonstrate analytical thinking
* Demonstrate empathy with and an appreciation of the care needs of pupils

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| **Professional Practice** |

* Maintain, develop and apply professional knowledge to enable effective teaching and learning support
* Share such knowledge with colleagues to improve whole school effectiveness
* Promote positive values, attitudes and good pupil behaviour, dealing promptly with conflict and incidents in line with established policy and encourage pupils to take responsibility for their own behaviour
* Respond quickly and appropriately to demands made by individual pupils to meet general care, mobility, and personal hygiene needs
* Understand and apply the principles of good classroom management
* Understand and apply a range of appropriate support strategies

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| **Whole School Ethos** |

* Establish a safe and purposeful learning environment
* Initiate, contribute to, or respond in a timely manner with respect to child safeguarding procedures
* Provide advice and guidance to others on the development of practices leading to the well being of pupils
* Support and encourage support staff participation through effective deployment and consultation
* Make effective use of all resources, including IT and personnel
* Contributes towards the School’s Vision and Values, particularly promoting the careers, enterprise and developing positive outcomes for all our learners
* Understands and works to the expectations set out within the Trust/school policies.
* Use the performance management process to drive school improvement through the raising of standards of teaching and learning
* Promote the wider aspirations of the school

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| **Safeguarding and Child Protection** |

* Has up to date knowledge of relevant legislation and guidance in relation to working with and the protection of young people
* Displays commitment to the protection and safeguarding of young people
* Values and respects the views and needs of young people
* Is willing to work within organisational procedures and processes and to meet required standards for the role
* Demonstrates a commitment to fundamental British values and an awareness of how these can be promoted in direct work with children