

CHANCERY EDUCATION TRUST

Job Description & Person Specification

Chancery Education Trust is committed to safeguarding and promoting the welfare of children and young people and expects all staff and volunteers to share this commitment.

Job Title:	Para Professional (TA)
Line Management:	Executive Headteacher/Headteacher/Head of School/Principal

Key Functional Relationships
<ul style="list-style-type: none"> • CEO • Executive Headteacher/Headteacher/Head of School/Principal and Strategic Leadership and Management Team • All teaching and support staff • Students & parents • Local Governing Board • Consultants and advisors • External bodies

Generic Responsibilities
<ul style="list-style-type: none"> • To commit to the Trust aims for safeguarding and promoting the welfare of children and young people • To work with the leadership team and all staff to establish a thriving, high achieving learning community • To work collaboratively in order to renew, develop and share the vision for the Academy/School and the Learning Community • To be committed to continuous professional development relevant to the post including national development and personal training, needs supporting future career development • To exhibit professional attitudes and encourage professional attitudes amongst all staff • To contribute, at the appropriate level, to the development, monitoring, evaluation and review of the Academy/School's work • To attend relevant meetings and to attend committees or working parties at whole Academy/School level, when required • To encourage and foster active and constructive links with parents and members of the wider community • To develop and maintain effective and positive working relationships with all partners and community organisations • To promote and support the extra-curricular provision • To commit to race and gender equality and opportunities for all • To be aware of, adhere to and promote policies, procedures and codes of conduct ensuring you adhere to updates and amendments • The willingness and ability to be deployed in any Academy/School within the Trust as the need arises • To undertake any other duties commensurate with the post, as directed • To uphold standards in public life

G.S.S. Para Professional (TA) JD&PS
Updated April 2024

Chancery Education Trust is committed to safeguarding and promoting the welfare of children and young people and expects all staff and volunteers to share this commitment

Shared Responsibilities

- To have a good understanding of current educational theory and practice
- Support the leadership and management of the Academy/School in its aims, objectives and aspirations
- Comply with and assist with the development of policies and procedures relating to child protection, health, safety and security, confidentiality and data protection, reporting all concerns to an appropriate person
- To support, promote and encourage Trust activities
- Contribute to the overall ethos/work/aims of the Trust and be aware of and support diversity and ensure equal opportunities for all
- Promote the inclusion and acceptance of all pupils within the Academy/School

Specific Responsibilities

Whilst every effort has been made to explain the main duties and responsibilities of the post, each individual task undertaken may not be identified.

- Assist pupils/SEND pupils in their charge to integrate and learn usually within a group situation
- To facilitate each child in maximising their potential through rapid, sustained and accelerated progress
- To underpin a rigorous, reflective and relentless drive to improve outcomes for learners
- To continually liaise, advise and consult with other members of the team supporting the children
- Use specialist (curricular/learning) skills/training/experience to support pupils
- Pay particular attention to the most vulnerable learners including those on the FSM register
- Be aware of and support diversity and ensure all pupils have equal access to opportunities to learn and develop
- Where appropriate, act as an amanuensis (scribe) for the pupil
- Contribute to the identification and execution of appropriate out of school learning activities which consolidate and extend work carried out in the learning environment
- Take responsibility for planning and development of the provision for intervention groups and adapt as necessary
- To assist teachers with the preparation of classroom resources and displays as required
- To be accountable for children's progress and meet challenging progress targets
- Track and report on pupil progress at regular intervals and ensure that target records are updated accordingly
- To identify and remove any barriers to learning that a pupil may have and identify and support the needs of individual children in their learning and development as appropriate, whether one to one, in a small group or whole class setting
- Act as designated first aider and attend to children's particular medical needs and accommodate their disabilities and if relevant, ensure that care plans are implemented

Notes

The above responsibilities are subject to:

- This Job description can be amended at any time after consultation between the post holder and the Executive Headteacher/Headteacher/Head of School
- It is likely that the responsibilities above could change as the strategic leadership and management team develops

Employees are expected to be courteous to colleagues and provide a welcoming environment to visitors and telephone callers.

The Trust will endeavour to make any necessary reasonable adjustments to the job and the working environment to enable access to employment opportunities for disabled job applicants or continued employment for any employee who develops a disabling condition.

CHANCERY EDUCATION TRUST

Person Specification

Chancery Education Trust is committed to safeguarding and promoting the welfare of children and young people and expects all staff and volunteers to share this commitment.

Person Specification

Key Areas of Para Professional	Essential Attributes	Desirable Attributes
Education & Experience	<ul style="list-style-type: none"> • To have a high degree of literacy and numeracy skills • Attend induction training; training as appropriate and training relevant to the post, including behaviour management and Child Protection training • A minimum of two years' experience of working with children (either paid or unpaid capacity) preferably in an education setting 	
Knowledge and Understanding	<ul style="list-style-type: none"> • Ability to work collaboratively with schools' networks, outside agencies and professionals • Knowledge of the requirements of the National Literacy and Numeracy strategies • Exhibit secure understanding of effective behaviour management strategies • To know and practice safeguarding procedures • Understanding of First Aid procedures 	
Skills	<ul style="list-style-type: none"> • Effective oral and written communication skills • Good organisational and time management skills • Sound IT skills to support learning 	
Abilities	<ul style="list-style-type: none"> • Able to produce progress reports on requests • Able to form and maintain appropriate professional relationships and boundaries with children and young people • Ability and willingness to work constructively as part of a team • Ability to supervise pupils effectively both in and out of school in line with the Trust's behaviour policy • Ability to deal with sensitive information in a confidential manner • Ability to help children and young people to transfer their learning to other parts of their lives • Ability to provide a good role model to young pupils and adults • Strive to develop and maintain excellent relationships with parents • Foster excellent working relationships with staff 	

G.S.S. Para Professional (TA) JD&PS
Updated April 2024

Chancery Education Trust is committed to safeguarding and promoting the welfare of children and young people and expects all staff and volunteers to share this commitment

	<ul style="list-style-type: none"> • Take an active interest and be keen to further develop knowledge of effective pedagogy • Ability to use own initiative and work flexibly • Maintain appropriate levels of confidentiality with regards to school business 	
Personal Qualities	<ul style="list-style-type: none"> • To present well in dress and maintain professionalism in manner, at all times • To have personal integrity and maintain credibility amongst other staff • To have a positive attitude that fosters the Trust ethos • Ability to work as part of a team • Know what it means to be a loyal and supportive team member • Open minded, self-evaluative and adaptable to changing circumstances and new ideas • High levels of drive and energy • High level of interpersonal skills • Ability to work well under pressure to tight deadlines • A flexible approach to working hours • Sense of humour, positive outlook • Ability to impose calm • Displays warm, care and sensitivity in dealing with children • Be willing to go the extra mile, insist on high standards for self and others and never accept second best • Able to enthuse and reflect upon experience • Willingness to be involved in the wider life of the Academy • To uphold standards in public 	
Other	<ul style="list-style-type: none"> • Enthusiastically contribute fully to the corporate life of the school • Willingness to attend school training sessions • Empathy with young people facing barriers to their learning • A commitment to helping young pupils achieve, through education and learning • An understanding of and a genuine commitment to Equal Opportunities 	