

# TEACHING ASSISTANT

## Harris Primary Academy Mayflower

Grade 2 (Outer London) + Performance and Loyalty Bonus  
+ Harris Wellbeing Cash Plan + Pension Scheme (LGPS)  
+ Additional Harris Benefits

For a confidential discussion about this post with the Principal, more information or to arrange a visit, please contact the school on 0203 772 4588 or [info@harrisprimarymayflower.org.uk](mailto:info@harrisprimarymayflower.org.uk)

# Job Purpose

To support individuals and groups of students to enable access to learning, contributing to the development and maintenance of a purposeful, nurturing learning environment.

## Main Areas of Responsibility

- To supervise and provide particular support for identified students, in 1:1, group or whole class situations, ensuring their safety and access to learning.
- To assist in the development of appropriate resources, schemes of work and teaching strategies, working with the teacher to ensure the provision supports each identified student's learning needs.
- To assist in evaluating identified students' progress through agreed assessment activities.
- To provide detailed and regular feedback to teachers on students' achievement, progress and needs.
- To lead small group sessions and interventions as appropriate.
- To attend to the students' personal needs where required.
- To support with behaviour management, using appropriate strategies in line with academy policy.
- To contribute to creating a purposeful and supportive learning environment.
- Undertake structured and agreed learning activities/teaching programmes as appropriate, adjusting activities to ensure achievement of learning goals.
- To assist with the supervision of students out of lesson times, including playtimes and undertaking lunchtime duty.
- To establish good relationships with students, acting as a role model and being aware of and responding appropriately to individual needs.
- To promote the inclusion and acceptance of all students.
- To be aware of and support difference and ensure all students have equal access to opportunities to learn and develop.
- To support students with their learning and development in respect of local and national learning strategies e.g. literacy, numeracy, Key Stage and/or subject specific, as directed by the teacher.
- To encourage students to interact with others and engage in activities led by the teacher.
- To set challenging and demanding expectations, promoting self-esteem and independence.
- To prepare the classroom as directed for lessons and clear afterwards and assist with the display of students' work.
- To prepare and maintain equipment/resources as directed by the teacher and assist students in their use.
- To undertake student record keeping as requested.
- To establish and maintain positive relationships with parents/carers, gathering and reporting information as directed.
- To provide clerical/admin support as required e.g. photocopying, typing, filing.
- To ensure the effective/efficient deployment of resources as appropriate.
- To attend relevant meetings as required.
- To accompany teaching staff and students on visits, trips and off site activities as required.
- To contribute to the academy's Improvement Plan and its implementation.
- To contribute to the whole academy's planning activities

# Academy Ethos

- To undertake such other duties as may be required, commensurate with the level of responsibility of the post
- To engage actively in the performance review process, addressing appraisal targets set in conjunction with the line manager each autumn term
- To participate in training and other professional development learning activities as required.
- To promote equal opportunities and celebrate diversity in all aspects of the academy.
- To play a full part in the life of the academy community, to support its distinctive aim and ethos and to encourage staff and students to follow this example.
- To support and attend academy events such as Open Evening.
- To promote actively the academy's corporate policies.
- To adhere to the academy's Dress Code.
- To comply with the academy's Health and Safety policy and undertake risk assessments as appropriate.
- To be familiar with and promote safeguarding requirements, demonstrating adherence to the DfE Guidance 'Keeping Children Safe in Education and the academy's Safeguarding/Child Protection policies.
- To be aware of and comply with all academy and Federation policies and procedures, in particular those relating to conduct, child protection (as above), health, safety and security, confidentiality and data protection, reporting all concerns to an appropriate person.

Employees will be expected to comply with any reasonable request from a manager to undertake work of a similar level that is not specified in this job description. Employees are expected to be courteous to colleagues and provide a welcoming environment to visitors and telephone callers.

The academy 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 (as defined in the Equality Act 2010).

Following consultation with you this job description may be changed by management to reflect or anticipate changes in the job which are commensurate with the salary and job title.

# Person Specification

Attributes	Description	Desirable
<b>Qualifications, Knowledge &amp; Training</b>	<p>Educated to degree level or equivalent</p> <p>Some knowledge of strategies in working with young people with challenging behaviours</p> <p>Knowledge of some of the social issues facing students from disadvantaged backgrounds</p>	<p>Evidence of continuing professional development</p> <p>English, maths or science degree</p>
<b>Experience</b>	<p>Awareness of Health and Safety issues in the workplace.</p> <p>Experience of working directly with young people in an education or training environment, supporting the learning of students.</p> <p>Experience of establishing and maintaining positive working relationships with a range of stakeholders, at all levels.</p> <p>Experience of managing and being responsible for own workload.</p>	<p>Knowledge and understanding of the National Curriculum</p> <p>Knowledge of learning and teaching</p>
<b>Personal Skills, Abilities &amp; Qualities</b>	<p>Good literacy and numeracy skills,</p> <p>Good interpersonal and communication skills, with an excellent standard of written and spoken English.</p> <p>Good administrative and organisational skills.</p> <p>Ability to interest, encourage, motivate and engage children</p> <p>Ability to work as part of a team; working effectively with people across a wide range of levels and responsibilities.</p> <p>Computer literate – must have good ICT skills including a working knowledge of MS packages e.g. Word, PowerPoint, Outlook, Excel etc, as well as using and updating records and databases.</p> <p>Ability to work using own initiative, exercising good judgement where unsupervised.</p> <p>Flexibility of approach to work.</p> <p>Ability to maintain confidentiality; having tact and diplomacy where necessary.</p>	<p>Previous experience working in a similar role in a school</p> <p>Experience of working with students from a range of ethnic backgrounds</p>

We will consider any reasonable adjustments under the terms of the Equality Act (2010) to enable an applicant with a disability (as defined under the Act) to meet the requirements of the post. The job-holder will ensure that academy policies are reflected in all aspect of his/her work, in particular those relating to:

- 1) Equal Opportunities
- 2) Health and Safety
- 3) Data Protection Act (2018)
- 4) Safeguarding children

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Thank you for your interest in our school. We look forward to receiving your application.

*If you think a career with us is right for you, discover more at:  
[www.harriscareers.org.uk](http://www.harriscareers.org.uk)*