

We believe that all children deserve the best education, and all staff deserve to be valued and developed. Our Trinitas family, Christian faith, and an unrelenting desire to improve society, underpin everything we do. Creativity, compassion and high expectations drive the trust to ensure that every person within its community flourishes.

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JOR	Description					
lob	Title:	Teaching Assistant 2 1:1	Job Category:	Support		
Hours of Work:		<u> </u>	Grade:	BEX05		
Responsible to:		Principal	Responsible for:			
Functional Links with:		Pupils, Teachers, Parents, Carers and other school staff				
Ma	in Purpose of the Jol):				
•	programmes, to work needs, to assist the tea	struction / guidance of teach 1:1 with pupils, to enable acc acher in the management of de the main teaching area.	cess to learning for pupils inc	luding those with speci		
Ma	ijor Duties & Respons	sibilities:				
L.	To work 1:1 with a pupil who has an education and health care plan.					
2.	Assist teachers in ensuring all pupils' continuing educational development through establishing constructive relationships and contributing to Individual Education/Behaviour Plans.					
3.	Assist teachers in fostering attractive learning environments to ensure that pupils spend their school life in stimulating surroundings.					
1.	Prepare, maintain and use equipment/resources required to meet lesson plans/relevant learning activity and assist pupils in use.					
5.	To ensure accurate records and observations are kept so that pupils receive the maximum benefit from their education.					
6.	Administer routine tes	sts and invigilate exams and ι	undertake routine marking o	f pupil's work.		
lok	Activities:					
•	Supervise and provide particular support for pupils, including those with special needs, ensuring thei safety and encourage pupils to interact with others and to engage in activities led by the teacher Supervise and assist with any toileting/medical needs as required.					
	Set challenging and demanding expectations and promote self-esteem and independence, providing feedback to pupils in relation to progress and achievement under guidance of the teacher.					
•	feedback to pupils in r	elation to progress and achie		he teacher.		
•	Establish constructive	relation to progress and acrie relationships with pupils, ar on/acceptance of all pupils.	-			

Trinitas Academy Trust is committed to safeguarding and promoting the welfare of children and expect all staff and volunteers to share this commitment. All roles are subject to a satisfactory enhanced DBS disclosure and other employment checks.



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- Assist with the planning of learning activities, monitoring pupils' responses to these, accurately record achievement/progress as directed.
- Use strategies, in liaison with the teacher, to support pupils to achieve learning goals.
- Provide detailed and regular feedback to teachers on pupil's achievement, progress, problems etc.
- Promote good pupil behaviour, dealing promptly with conflict and incidents in line with established policy and encourage pupils to take responsibility for their own behaviour
- Establish constructive relationships with parent/carers.
- Provide clerical and administration support for teacher, including administering coursework.
- Undertake structured and agreed learning activities/teaching programmes, adjusting activities according to pupil responses.
- Undertake programmes linked to local and national learning strategies recording achievement and progress and feeding back to the teacher.
- Support the use of ICT in learning activities and develop pupils' competence and independence in its use.
- Work within pre determined guidance, policies, procedures and teachers guidance.
- Assist with the supervision of pupils out of lesson times, including before and after school.
- Accompany teaching staff and pupils on visits, trips and out of school activities as required and take responsibility for a group under the supervision of the teacher.
- Attend weekly meetings and discussions, which contribute to the overall ethos/work/aims of the school.
- Awareness of the school's educational and behavioural policies for developing pupils.
- Be aware of and support difference and ensure all pupils have equal access to opportunities to learn and develop.

Resources:							
Small amounts of cash collected from pupils weekly.							
Last Updated By:	HR	Date:	May 2020				



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Person Specification	Essential / Desirable
Qualifications	
Good numeracy/literacy skills.	E
DfES Teacher Assistant Induction Programme.	D
NVQ 2 for Teaching Assistants or equivalent qualifications or experience.	D
Training in the relevant learning strategies, e.g. literacy.	D
First Aid Training as appropriate.	D
Experience	
Working with or caring for children of relevant age.	E
Knowledge & Understanding	
Knowledge of SEND/ASD	E
Effective use of ICT support learning	E
Use of other equipment technology – video, photocopier	E
Basic understanding of child development and learning	E
Ability to self evaluate learning needs and actively seek learning activities	E
Ability to relate well to children and adults	E
Work constructively as part of a team	E
Understanding of relevant policies/code of practice and awareness of rele legislation.	evant D
General understanding of national/foundation stage curriculum and other learning programmes/strategies.	basic D
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