



**Maiden Erlegh Trust  
Job Description**

<b>Role</b>	<b>Teaching Assistant</b>	<b>School/Department</b>	Maiden Erlegh Chiltern Edge
<b>Grade</b>	Grade 3, Spinal Points 5 to 6	<b>Reports to</b>	Inclusion Manager
<b>Job Evaluation Code</b>	MEC003	<b>Date of evaluation</b>	April 2022

<b>Purpose</b>	To facilitate learning by supporting the needs of individual pupils and small groups of pupils in accordance with school policy and government initiatives in the pursuit of high standards of students' achievement.
----------------	---

<b>Scope</b>	<b>Main contacts:</b> students, staff, parents, external agencies	<b>Staff responsibilities:</b> None	<b>Financial accountability:</b> N/A
--------------	--	--	---

<b>Key accountabilities</b>	To support the teacher in having high expectations of students, developing positive working relationships with students and teachers. To support students in developing resilience, confidence, and independence. To understand and effectively support students' targets as directed and supported by the teacher; to be aware of the students' SEND, behavioural needs, and use this information to enable them achieve, to help students access support materials using well-judged strategies.
<b>Main duties and responsibilities</b>	<ul style="list-style-type: none"><li>• Liaise with class teacher on a daily basis to discuss class tasks and enable students to become independent learners within their own ability and assisting the teacher with social skills. Regularly report back to the teacher on student progress and areas of concern.</li><li>• Work with small groups or individual students, clarifying and explaining instructions, ensuring that students are able to use equipment and materials whilst motivating students to complete work - this may include after school Homework club or working within a subject area such as Maths, English, Science or PE.</li><li>• Establish productive working relationships with students, acting as a role model and setting high expectations.</li><li>• Assist the teacher in classroom discipline re-enforcing the teachers' standards of behaviour and tidiness within the classroom.</li><li>• To help deliver educational programmes, assist with the development of reading, writing, spelling, and listening skills.</li><li>• Prepare resources.</li><li>• Monitor and assess students and record and report on achievements and development.</li><li>• Various duty rota activities under the general direction of the Inclusion Manager.</li></ul> <p>Any other duties that reasonably fall within the purview of the post, which may be allocated after consultation with the post holder.</p>
<b>Other requirements and responsibilities</b>	Enhanced DBS clearance required.

**Structure chart**

Inclusion Manager



Teaching Assistant



**Maiden Erlegh Trust  
Person Specification**

<b>Role</b>	<b>Teaching Assistant</b>	<b>School/Department</b>	Maiden Erlegh Chiltern Edge
<b>Grade</b>	Grade 3	<b>Job Evaluation Code</b>	MEC003

<b>Qualifications, training, and education</b>	<ul style="list-style-type: none"><li>• NVQ Level 2 / CACHE Level 2 Certificate or equivalent</li><li>• NVQ Level 2 or equivalent in English and maths.</li></ul>
<b>Experience</b>	<ul style="list-style-type: none"><li>• Knowledge of the school curriculum.</li><li>• Knowledge of the standard of work expected from students.</li><li>• Some experience with children with special needs is desirable but not essential/</li></ul>
<b>Skills and abilities</b>	<ul style="list-style-type: none"><li>• Good questioning skills.</li><li>• Good observation and assessment skills.</li><li>• Understanding of open-ended questioning and investigative work.</li><li>• Understanding of their role to assist and supervise students on particular tasks and the expected outcome of individual activities within the allocated timescale.</li><li>• Excellent communication skills and interpersonal skills.</li><li>• Ability to work within a team working environment and able to work independently.</li><li>• Confidentiality at all times.</li><li>• Calm under pressure, adaptable and energetic.</li><li>• A caring and positive attitude, a good listener and sensitive to students' needs.</li><li>• A sense of responsibility.</li><li>• Positive behaviour management.</li><li>• A good sense of humour.</li><li>• Flexibility and use of initiative is very important.</li><li>• Flexible approach to working and commitment to ongoing service and personal development (through self-evaluation and learning from others).</li></ul>
<b>Requirements specific to the role</b>	<p>All staff and volunteers are expected to be committed to safeguarding, equality and promoting the welfare of children and young people.</p> <p>To ensure awareness of local safeguarding policies and procedures and to report any concerns or information received as required.</p>

The Trust retains the right to implement changes in job descriptions and person specifications to reflect changes in the demands of the post. Where this is necessary this will be done in consultation with you.

***Maiden Erlegh Trust is an Ethical Leadership Pathfinder organisation, and we are committed to safeguarding, equality and promoting the welfare of children and young people. We are also committed to having the highest expectations of pupil/students and staff and supporting everyone to reach their full potential. All employees of the school and Trust are expected to share these commitments. All posts require satisfactory employment checks and references and a satisfactory enhanced Disclosure and Barring Service check. All Leadership roles will require a Section 128 check.***

Signed: \_\_\_\_\_

Date: \_\_\_\_\_

Post holder