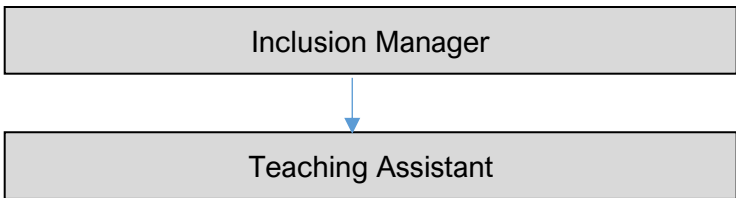




## Job Description

<b>Title</b>	Teaching Assistant	<b>School/Department</b>	Maiden Erlegh School
<b>Grade</b>	Grade 3, SP5	<b>Reports to</b>	Inclusion Team
<b>Job evaluation code</b>	MES009A	<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 pupils achievement.		
<b>Scope</b>	<b>Main contacts:</b>	<b>Staff responsibilities:</b>	<b>Financial accountability:</b>
	pupils, staff, parents, external agencies	None	None
<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 pupils 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 teacher's 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 Head of School</li> <li>• Any other duties that reasonably fall within the purview of the post, which may be allocated after consultation with the post holder.</li> </ul>		
<b>Other requirements and responsibilities</b>	Enhanced DBS clearance required.		
<b>Structure chart</b>	 <pre> graph TD     IM[Inclusion Manager] --&gt; TA[Teaching Assistant] </pre>		



## Person Specification

<b>Role</b>	<b>Teaching Assistant</b>	<b>School/Department</b>	<b>Maiden Erlegh School</b>
<b>Grade</b>	Grade 3, SP5	<b>Job evaluation code</b>	MES009A
<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 pupils</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 pupils 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 pupils 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> <li>Good organisational and planning skills, able to manage own time, prioritise and meet deadlines</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.

<b>Signed:</b> Post holder	
<b>Date:</b>	