



Teaching Assistant

JOB DESCRIPTION

The post-holder will be expected to work with the class teacher to raise the learning and attainment of pupils. You will also support the development of learning, independence, communication and behaviour under the guidance of the classroom team. The following does not represent an exhaustive list but gives an indication of the role.

Working hours: Term Time Based Hours: 15 hours per week, Monday to Friday

Contract – Temporary – From 26th February 2024 until July 2024

Annual Leave: The full-time rate of holiday entitlement incorporated in the formula is 25 days per year rising to 30 days per year for employees with 5 or more years of continuous employment with the Trust. The formula also provides for a pro rata entitlement to the bank and public holidays normally observed in England and Wales

Salary: Grade 4-6 (£23,114 - £23,893) Pro Rata for Part Time (£7,835 - £8,099)

Terms and conditions of employment:

The job description should be read in conjunction with the contract of employment that shall set out the key terms and conditions of appointment.

Job purpose:

To provide support for groups of pupils and for individual pupils, enabling them to access and excel across a broad and balanced curriculum in accordance with the objectives of the Academy.

Duties and responsibilities:

Main duties and responsibilities are indicated below. Other duties of an appropriate level and nature may also be required, as directed by the line manager.

Key duties :

- Monitor pupil responses to learning; provide detailed and regular feedback to teachers; promote positive behaviour and independence for pupils.
- Assist the class teacher in the development and delivery of the differential content of the lesson e.g. facilitating learning for particular children by supporting them with their vocabulary; by breaking down a task; supporting in a group discussion; using practical apparatus such as Numicon.
- Assist in the general implementation of learning programmes.
- Hold responsibility for identified pupils under the direction of the class teacher, for example to confidently support target work as laid out in a Pupil's Profile.
- Deliver enrichment activities as required.

- Work with small groups and individuals under the direction of the class teacher within or outside the classroom setting.
- Work with a small group to deliver guided teaching, therapies and interventions including phonics.
- Participate regularly in meetings concerning pupils' progress.
- Liaison between home and school as and when appropriate.
- Nurture and support children's wellbeing needs.
- Complete break and lunch duties.
- Attend school trips and events.
- Other duties as directed by class teacher, Phase Leader.

In undertaking the post the following is expected:

- Ability to support the learning of pupils at all ability levels, including those with a range of special educational needs.
- Excellent communication skills with demonstrable ability to engage effectively with young children.
- Ability to apply initiative in working with children and organising classroom resources.
- Ability to work effectively and positively under pressure.
- Ability to work effectively with other colleagues as part of a team.
- To work in accordance with Safeguarding guidelines.
- Ability to work flexibly within the broad remit of the post.

Planning

- Contribute to effective assessment and planning by supporting the monitoring, recording and reporting of pupil performance and progress as appropriate to the level of the role.
- Read, understand and deliver appropriate lesson plans, adapting resources as necessary.
- Prepare the classroom for lessons alongside the teacher.

Student Support Duties:

- To support the overall progress and development of students
- To ensure the Behaviour Management system is implemented in classes

General:

- Attend training sessions and meetings as required.
- Work in accordance with data protection regulations.
- Uphold the Trust's policy in respect of child protection and safeguarding matters

Professional development

- Help keep their own knowledge and understanding relevant and up-to-date by reflecting on their own practice, liaising with school leaders, and identifying relevant professional development to improve personal effectiveness.

- Take opportunities to build the appropriate skills, qualifications, and/or experience needed for the role, with support from the school
- Take part in the school's appraisal procedures.
- Undertake training and attend INSET days in accordance with contractual requirements.

Special Conditions of Service

- Due to the nature of the post, candidates are not entitled to withhold information regarding convictions by virtue of the Rehabilitation of Offenders Act 1974 (Exemptions) Order 1975 as amended. Candidates are required to give details of any convictions on their application form and are expected to disclose such information at the appointed interview.
- As this post allows substantial access to children, candidates are required to comply with departmental procedures in relation to police checks. If candidates are successful in their application, prior to taking up post, they will be required to give written permission to the Department to ascertain details from the Police regarding any convictions against them and, as appropriate the nature of such conviction/s.

Equal Opportunity

- The post holder will be expected to carry out all duties in the context of and in compliance with the academy's equal opportunities policies.
- This job description will be reviewed at regular intervals and is subject to change as the needs of the academy evolve

Person Specification:

Assessed by application (A) Assessed by the recruitment process (R)

Criteria	Essential	Desirable
Qualifications / Education		
GCSE grade C or higher in English and Mathematics	A	
Appropriate First Aid Training		A
Previous Teaching Assistant Experience		
Experience		
Experience of managing student behaviour	A	
Experience of working with children in an educational setting	A	
Skills, Abilities and Knowledge		
Ability to assimilate information	R	
Ability to be a maintain a positive and calm learning environment	R	
Ability to work successfully as part of a team	R	
Ability to keep accurate records.	R	
Excellent ineterpersonal communication skills, including influencing skills	R	
Ability to manage the emotional, cultural and social needs of students	R	
Flexible attitude towards work and can adapt quickly to new demands	R	
Reflective – able to review own performance and keen to learn and develop own skills	R	
Commitment to the value and ethos of the Academy	R	
Knowledge		
Discretion, loyalty, commitment, patience, flexibility, good personal organisation, firmness, the ability to work within a team, and good oral communication	R	

Criteria	Essential	Desirable
Knowledge of child protection and safeguarding	R	
Knowledge of the potential barriers to learning	R	