

**Maiden Erlegh Trust
Job Description**

Role	Teaching Assistant	School/Department	Maiden Erlegh School in Reading
Grade	Grade 3 Spinal points 5 to 6	Reports to	SENCO/SEND Manager
Job Evaluation Code	MER031B	Date of evaluation	April 2022

Purpose	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.
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Scope	Main contacts: pupils, staff, parents, external agencies	Staff responsibilities: None	Financial accountability: None
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Key accountabilities	To support the teacher in having high expectations of pupils, developing positive working relationships with pupils and teachers. To support pupils in developing resilience, confidence, and independence. To understand and effectively support pupils' targets as directed and supported by the teacher; to be aware of the pupils SEND, behavioural needs, and use this information to enable them to achieve; to help pupils access support materials using well-judged strategies.
Main duties and responsibilities	<ul style="list-style-type: none"> ▪ Liaise with class teacher daily 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. ▪ 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. ▪ To be checking the pupil's understanding throughout the lesson, anticipating where you may need to intervene; this may include scribing, reading aloud, recording of homework, using gesture and visual clues effectively. ▪ To be confident moving around the classroom helping a range of pupils and work effectively with individuals and small groups, clarifying and explaining instructions. To encourage pupils to take a pride in their work, and to be engaged, courteous, and cooperative. To allow sufficient 'wait time' before prompting; to advance learning not focus on task completion. ▪ To encourage pupils to develop a range of learning skills, including encouraging them to make oral contributions in lessons. ▪ To open up pupils' sense of inquiry; to ask open questions with appropriate level of challenge. ▪ To give constructive feedback which helps the pupil to improve and make progress and reflect on their successes and difficulties. ▪ Establish productive working relationships with students, acting as a role model and setting high expectations. ▪ Assist the teacher in classroom discipline re-enforcing the teacher's standards of behaviour and tidiness within the classroom. To support behaviour management as directed by the teacher and make a strong contribution to the learning environment; to support with classroom routines.

	<ul style="list-style-type: none">▪ To help deliver educational programmes, assist with the development of reading, writing, spelling, and listening skills.▪ To demonstrate a secure subject knowledge, as directed and supported by the teacher; to engage with and follow teacher presentation to pupils.▪ Prepare resources.▪ Monitor and assess students and record and report on achievements and development.▪ Support pupils individually or in small groups as directed by SEND Manager/ SENCO.▪ Lead and manage small intervention groups as directed by SEND Manager/ SENCO.▪ Support students in Exams as reader, scribe or prompt as directed by SEND Manager/ SENCO.▪ Various duty rota activities under the general direction of the SEND Manager/ SENCO.▪ Any other duties that reasonably fall within the purview of the post, which may be allocated after consultation with the post holder.
Other requirements and responsibilities	Enhanced DBS clearance required.
Structure chart	<pre>graph TD; SENCO[SENCO] --- TA[Teaching Assistant]; SENDManager[SEND Manager] --- TA;</pre> <p>The structure chart shows two boxes at the top: 'SENCO' on the left and 'SEND Manager' on the right. Both boxes have a line extending downwards from their bottom center, which then turns 90 degrees to the right and then 90 degrees down to connect to a single box at the bottom labeled 'Teaching Assistant'.</p>



Maiden Erlegh Trust Person Specification

Role	Teaching Assistant	School/Department	Maiden Erlegh School in Reading
Grade	Grade 3	Job Evaluation Code	MER031B

Qualifications, training and education	<ul style="list-style-type: none">• NVQ Level 2 / CACHE Level 2 Certificate or equivalent.• NVQ Level 2 or equivalent in English and maths.
Experience	<ul style="list-style-type: none">• Knowledge of the school curriculum.• Knowledge of the standard of work expected from pupils.• Some experience with children with special needs is desirable but not essential
Skills and abilities	<ul style="list-style-type: none">• Good questioning skills.• Good observation and assessment skills.• Understanding of open-ended questioning and investigative work.• Understanding of their role to assist and supervise pupils on particular tasks and the expected outcome of individual activities within the allocated timescale.• Excellent communication skills and interpersonal skills.• Ability to work within a team working environment and able to work independently.• Confidentiality at all times.• Calm under pressure, adaptable.• A caring and positive attitude, a good listener and sensitive to pupils' needs.• A sense of responsibility.• Positive behaviour management.• Flexibility and use of initiative is very important.• Flexible approach to working and commitment to ongoing service and personal development (through self-evaluation and learning from others).
Requirements specific to the role	<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: _____
Post holder

Date: _____