



Job Description – Teaching Assistant

Owlcotes Multi-Academy Trust and its schools are committed to safeguarding and promoting the welfare of children and expects all staff and volunteers to share this commitment. All adults in school, whether paid staff or a volunteer, have a responsibility for safeguarding and promoting the welfare of children. The successful candidate must abide by Owlcotes Multi-Academy Trust policies and procedure and Pudsey Primrose Hill Primary School's Safeguarding and Child Protection policy. The successful candidate will be subject to an enhanced Disclosure and Barring Service check (DBS).

We promote diversity and want a workforce which reflects the population of Leeds.

Post Title: Teaching Assistant

Pay Grade: Scale point 3 – 8. Pro-rata.

Post(s) to which directly responsible: Class Teacher, Deputy Headteacher, Headteacher

Purpose of post:

Supporting in-class learning for specific pupils or for the whole class and contribute to pre-lesson planning and preparation.

Responsibilities

- Supporting class teachers during teaching;
- Supporting teachers in managing class behaviour;
- Supporting teachers with the planning, development and delivery of programmes of work for children in class;
- Getting classrooms ready for lessons and clearing away materials and equipment after lessons;
- Establish supportive and secure relationships with children, promoting positive, inclusive whole school ethos and value;
- To help, support and motivate children, including clarifying instructions, encouraging independent problem solving and enabling learning targets to be achieved;
- Listening to children read and reading to children;
- Supervising group activities, lunchtime and playtime;
- Carrying out administrative tasks, including recording pupil progress, maintaining records and providing feedback to teachers;
- Develop relationships with parent/carer(s) and other stakeholders;
- To provide welfare support to children, including administering First Aid (dependant on training) and attending to personal hygiene or medical needs as required.

Relationships

The post holder will be required to work flexibly to deliver an effective service.

There will be regular contact with school pupils, colleagues, and other members of staff, parent/carer(s) and other external stakeholders.

Physical Conditions

This post is currently based at Pudsey Primrose Hill Primary School.

During the course of your employment, you may be required to undertake your duties at other Owlcotes Multi-Academy Trust schools.

Pudsey Primrose Hill has access by stairs and lift and is accessible to disabled persons to the ground floor by a portable ramp on request.

This post is subject to an enhanced Disclosure and Barring Service check.

Pudsey Primrose Hill operates a non-smoking policy.

Economic Conditions

Nature of Appointment: Permanent.

Grade: National Joint Council pay scale point 3 – 8, depending on the candidate's experience. Pro-rata.

Annual Leave: Term-time only working plus 5 extra working days at the school's discretion.

Hours: The post is 32.5 hours per week, Monday – Friday, with the option for additional hours on mutual agreement.

Conditions of Service: National Joint Council conditions apply.

Prospects

Promotion: Whilst there is no automatic progression to any more senior posts, opportunities do exist for advancement and promotion, dependent upon normal staff movements and on the capabilities of the individual post holder.

Training: Pudsey Primrose Hill encourages training both "in-house" and external to meet the needs of the individual and of the service.

Qualifications

Essential: GCSE English, Maths and Science qualifications at Grade C minimum (or equivalent), NVQ Level 2 for Teaching Assistants or appropriate level of experience of operating in a classroom environment.

Job Description Prepared/Reviewed by: *Joe Wilson, 25/05/2023*

Job Description Approved by: *Kathryn Dickson, 25/05/2023*

Employee Specification:

Detailed below are the types of skills, experience and knowledge that are required of applicants applying for the post. The 'Essential Requirements' indicates the minimum requirements, applicants lacking these attributes will not be considered for the post. The 'Desirable Requirements' are additional attributes to enable the applicant to perform the position more effectively. They are not essential, but may be used to distinguish between acceptable candidates.

SKILLS	Essential	Desirable	MOA
Able to communicate effectively with a wide range of people			A and I
Able to work flexibly as part of a team and show initiative			A and I
Able to prioritise work to meet conflicting deadlines			A and I
Able to demonstrate good numeracy and literacy skills			C

KNOWLEDGE/QUALIFICATIONS	Essential	Desirable	MOA
Knowledge/qualifications demonstrating ability in numeracy and literacy			C

EXPERIENCE	Essential	Desirable	MOA
Experience of dealing with queries from a wide range of people			A and I
Experience of participating in teams			A and I
Experience in the use of Microsoft Office products			A

BEHAVIOUR AND OTHER RELATED CHARACTERISTICS	Essential	Desirable	MOA
Will abide by Owlcotes Multi Academy Trust policies in the duties of the post and as an employee of the Trust.			A and I
Will carry out all duties having regard to an employee's responsibility under the Trust's Health and Safety Policies			A and I
To display a responsible and co-operative attitude to working towards the achievement of the service area aims and objectives			A and I
Ability to respect sensitive and confidential work			A and I
Commitment to own personal development and learning			A and I

Method of Assessment (MOA): **A – Application Form, T – Test, I – Interview, C – Certificate**