

# Job Description and Person Specification

**Post Reference:** 2786

**Job Title:** Teaching Assistant

**Academy Name:** Alder Tree Primary Academy

**Grade:** B3 (Actual Salary £20,561 to £21,915)

**Hours:** 33.5 hours per week, term time only plus 5 days

**Accountable to:** Phase Leader

## Job Description

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### Role:

In this role you will complement and support the role of teachers and other professionals by undertaking work/care/support programmes which enables access to learning in and outside of the classroom for all students of all abilities.

You will support the class teacher in the management of students in the classroom, and other senior staff including the Special Education Needs Coordinator (SENCO) on a range of teaching and learning experiences which deliver an appropriately differentiated and suitably challenging creative curriculum for all students, whilst meeting statutory requirements.

You will accelerate the progress of our students, ensuring that they can access the curriculum we offer through regular support.

*NB: All post-holders at the White Rose Academies Trust are responsible for improving the outcomes for learners and upholding the ethos of the academies. Keeping Children Safe in Education and the guidance for Safer Working Practices directs the work of every adult working at or associated with the White Rose Academies Trust.*

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### Duties and Responsibilities:

- Supervise and support students inside and outside of the classroom by:
  - ensuring access to the curriculum
  - encouraging participation in learning activities
  - ensuring understanding of learning objectives and instructions
- Assist in maintaining the behaviour of students throughout school and be expected to apply a common sense approach, as well as use initiative, in all matters relating to the conduct and behaviour of individual students, groups of students and whole classes.
- Ensure the safety, mobility (if required), hygiene and wellbeing of the students by making decisions within established working practices and procedures.
- Support with the development and implementation of individual education/behaviour plans and personal care programmes including gathering/reporting information to/from parents/carers as required including the safety and wellbeing of the students, therapy and medical intervention needs of the student and first aid.

- Prepare the learning environment as directed by the teacher for lessons, prepare and maintain equipment/resources including the planning of learning activities and assist students throughout the lesson.
- Provide clerical/administrative support- photocopying, typing, filing etc.
- Establish good relationships with students acting as a role model, responding appropriately to individual needs while promoting the inclusion and acceptance of all students.
- Deal with any issues, immediate problems or emergencies that arise in line with school policies and procedures liaising with colleagues where necessary e.g., dealing with a sick, injured or distressed child.
- Set high expectations, support differences, and ensure all students have equal access to opportunities to learn and develop whilst responding appropriately.
- Support the administration of routine tests, invigilate exams and undertake routine marking of students' work.
- Supervise and support students consistently at all times including those with special needs; recognising and responding to their individual needs whilst ensuring their safety and education in the learning environment.
- Occasionally supervise the class for brief periods during a morning or afternoon session where the classroom teacher is not available.
- Promote and reinforce the inclusion, acceptance, and integration of all students, including those with specific and special needs and those from different cultures and/or with a different first language as appropriate.
- Set challenging and demanding expectations whilst promoting self-esteem and encouraging students to act independently as appropriate as well as interact and work co-operatively with others and engage in activities led by the teacher.
- Be aware of student progress, monitor and record student responses against predetermined learning objectives as well as provide accurate, constructive, and detailed feedback/reports to the teacher and students.
- Promote positive values, attitudes and good student behaviour and encourage students to take responsibility for their own actions whilst supporting the teacher in managing this.
- Deal promptly with conflict and incidents and report challenging behaviour where appropriate in line with established policy.
- Gather/report information from/to parents/carers as directed, taking into account parental/carer concerns, dealing with them sensitively under the direction of the teacher.
- In respect of local and national learning strategies, to support students to achieve learning goals e.g., literacy and numeracy as directed by the teacher.
- Support students in the use of ICT in learning activities as directed by the teacher and develop students competence and independence in its use.
- Participate in own professional development, identify, and address any training needs/other learning activities.

- Assist with the supervision of students out of lesson times, including before and after school and at lunchtimes, accompanying teaching staff and students on visits, trips and out of school activities; taking responsibility for a group under the supervision of the teacher.
  - Assist in the supervision of students on work experience, trainees, and voluntary helpers.
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### **Equal Opportunities:**

- Promote equality of opportunity so that all children, young people, and families can access and benefit from our Trust.
  - Support the wellbeing, safety, and success of all students and young people, enabling positive educational and life outcomes.
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### **Professional Responsibilities**

- Uphold the professional standards expected of all academy staff in all interactions with colleagues, students, parents/carers, and the wider community.
- Act in accordance with the values, aims, and mission of the academy and White Rose Academies Trust.
- Contribute positively to the continuous improvement of the academy and to personal professional development through participation in training, meetings, appraisals, and by sharing ideas for improvement.
- Work collaboratively as a positive and supportive member of the team, recognising when to seek advice, guidance, or support.
- Apply academy and Trust policies and procedures consistently in all aspects of the role.
- Engage in reflective practice and appropriate continuing professional development (CPD) to improve effectiveness and maintain high standards.
- Contribute to the wider life, ethos, and objectives of the academy, including attendance at relevant meetings, training days, and events as required.

### **Safeguarding, Compliance and Conduct**

- Comply with all academy and Trust policies and procedures, including those relating to safeguarding and child protection, health and safety, security, confidentiality, and data protection, and report any concerns promptly to the appropriate person.
- Take responsibility for safeguarding children and young people and for promoting their welfare, in line with statutory guidance and academy procedures.
- Maintain appropriate professional boundaries and conduct at all times.

Whilst every effort has been made to explain the main duties and responsibilities of the post, not all individual tasks can be identified. The job description may be amended by the Principal or Accounting Officer to reflect or anticipate changes to the role, commensurate with the grade and job title.

The post-holder may be required to undertake additional duties, as reasonably requested, to ensure the effective operation of the academy.

The Governors and Principals of White Rose Academies Trust are committed to safeguarding and promoting the welfare of children and young people and to ensuring that safer recruitment practices are in place.

White Rose Academies Trust values diversity and seeks to create a workforce that reflects the communities it serves. Applications are welcome from all individuals regardless of sex, sexual orientation, race, religion or belief, marital status, age, or disability.

White Rose Academies Trust expects all staff and volunteers to share this commitment. Appointments will be subject to Safer Recruitment procedures, including an enhanced Disclosure and Barring Service (DBS) check. A criminal record will not necessarily prevent employment; this will depend on the nature of the offence and the circumstances.

This role involves contact with children and constitutes regulated activity. It is an offence to apply for this role if you are barred from engaging in regulated activity relating to children.

## Person Specification

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It is essential that the candidate should be able to demonstrate the criteria for the post within the context of the specific duties and responsibilities of the role: Candidates will only be shortlisted for interview if they can demonstrate on the application form that they meet all the essential requirements. Candidates are not required to meet all the desirable requirements, however these may be used to distinguish between acceptable candidates.

**You should be able to demonstrate that you meet the following criteria which are all essential:**

E = Essential D = Desirable

**Measured by:**

A = Application Form

T = Test/Exercise

P = Presentation

I = Interview

R = References

### Qualifications

E	GCSE level of education grade 'C' or '4' (to include English and maths) or equivalent e.g., Adult Literacy/Numeracy at Level 1	A
D	NVQ 3 for Teaching Assistants or appropriate level of experience of operating in the classroom environment or other relevant qualification or experience	A
E	A good level of appropriate ICT skills	A

### Knowledge and Experience

E	Knowledge, understanding and commitment to equality, diversity and inclusion informed by practical experience and application	A I R
E	Knowledge, understanding and commitment to safeguarding and promoting the welfare of students	A I R
E	Ability to form and maintain appropriate relationships and personal boundaries with students	A I R
E	Evidence of at least 1 years' experience working with young children effectively	A
E	Be able to work with students on a 1:1 or small group basis	T
E	Be able to differentiate class work, activities and create appropriate resources for students	A T
E	Have a professional attitude and ability to forge positive relationships with students, parents, and staff	A I

## General

E	Respectful towards all students, with total belief in their entitlement to a high-quality education, whatever their circumstances and ability	A I
E	Committed to raising standards of achievement	I
E	Resilient, reliable, and possess a sense of humour	A I
E	Possess personal integrity, warmth, and a willingness to grow and learn	I
E	Committed to the education of the whole child, i.e., social, emotional and citizenship development	R
E	Committed to the principles of the academy programme with a focus on academy ethos and values	I
E	Able to form and maintain appropriate relationships and personal boundaries with students	R
E	Able to promote equality, diversity and inclusion and demonstrate this within the role	A R
E	Jointly responsible for promoting and safeguarding the welfare of students	A R
E	Willing to carry out all duties within the role to the best of your ability	A R
E	Adopt a co-operative approach to the vision of the academy	A I

## Skills, Attributes and Abilities

E	Committed to continuous improvement	A I
E	Carry out all duties having regard to an employee's responsibility under Health & Safety Policies	A I
E	Willingness to actively participate in training and development activities to ensure up to date knowledge, skills, and continuous professional development	A I
E	Competent at using ICT for recording, monitoring, and reporting	A
E	Able to use progress data of students to benchmark, track and raise attainment of students for whom responsible	I
E	Good working knowledge of assessment for learning approaches and their classroom application	I
E	Promote equality, diversity, and inclusion and demonstrate this within the role	A I
E	Possess strong interpersonal skills and be able to work effectively as part of a team	R
E	Competent at using ICT for recording, monitoring, and reporting	A
E	Able to respect sensitive and confidential work and respect the wishes of others	A T I
E	Be respectful to sensitive and confidential work and respect the wishes of others	A T
E	Be committed to working with children of the relevant age	A I
E	Possess a high level of written, oral and communication skills	A I T
E	Be able to communicate effectively with a range of adults and young children	A T

White Rose Academies Trust is committed to safeguarding and promoting the welfare of its students and expects all staff and volunteers to share the commitment. Appointments will be subject to Safer Recruitment Procedures and an enhanced DBS check.

Please note this role will involve contact with children and you will be engaging in regulated activity. It is an offence to apply for the role if you are barred from engaging in regulated activity relevant to children.

We promote diversity and want a workforce which reflects the population of Leeds. Applications are welcome from all, irrespective of sex, sexuality, race, religion, marital status, age, or disability.