



Role Profile

Grade & Structure Information

Job Family Code	3CLES	Role Title	Teaching Assistant
Grade	PS3	Reports to	Lead Teacher
		School	Fordway Centre
JE Band	114-134	Service	Key Stage 1 & 2
		Date Role Profile was created	January 2023

Job Family Description

The below profile describes the general nature of work performed at this level as set out in the job family. It is not intended to be a detailed list of all duties and responsibilities which may be required. The role will be further defined by annual objectives, which will be developed with the role holder. The Trust reserves the right to review and amend the job families on a regular basis.

Role Purpose including key outputs	<p>To support the class teacher with their responsibility for the development and education of children in schools, which may include pupils with special needs.</p> <p>To support an individual teacher, or teachers, in delivering and evaluating programmes and adapting teaching materials to suit the particular requirements of individual pupils and groups.</p> <p>To assist in meeting the pupils' need for encouragement, reassurance, comfort and to feel safe and secure and attend to their personal requirements and physical care while encouraging independence at all times.</p> <p>Contribute to staff briefing meetings & recording of safeguarding incidents.</p> <p>Assist with the coordination of refreshments for pupils such as breakfast, lunchtime servery and mid-morning fruit snack.</p> <p>To cover the role of First Aider as required and subject to appropriate training.</p> <p>To undertake other duties from time to time as required by the leadership.</p>
Work Context	The Fordway Centre (FWC) is a Pupil Referral Unit for students with Social Emotional and Behavioural difficulties aged 5-11 based in Ashford, Middlesex. FWC is part of a MAT under the Inclusive Education Trust and is linked to Reigate Valley College and Wey Valley College. There may be a requirement from time to time to travel to other sites as required.
Line management responsibility if applicable	N/A
Budget responsibility if applicable	N/A

Representative Accountabilities

Typical accountabilities in roles at this level in this job family

Support delivery

- Deliver 1-1 and/or group support / intervention and monitor pupil performance , including those who have physical, emotional or educational needs, under the direction of senior staff.
- Use of relevant tools/equipment.
- Carry out routine tasks to organise and maintain the learning environment.
- Ensure all well being, behaviour and personal development of pupils.
- May carry out personal care routines as appropriate.
- Maybe required to respond to pupils' needs in routine, pre-agreed tasks (including routine medical needs).

Planning and Organising

- Plan own set tasks within the day.
- Ensure materials and equipment are available as and when required.
- Maybe required to contribute with activity planning.

Analysis, Reporting and Documentation

- May need to make records of activities/observations for further submission to supervisor as per instructions.

Work with others

- Respond to individual needs and/or answer simple queries politely and ask for assistance where necessary.
- Report any concerns, problems or incidents, e.g. safeguarding, behaviour, breakdowns, deficiencies, in accordance with relevant reporting procedures.
- Liaise with parents, visitors, and contractors in a courteous manner, to promote a positive image of the site.

Duties for all

Values: To uphold the values and behaviours of the organisation.

Equality & Diversity: To work inclusively, with a diverse range of stakeholders and promote equality of opportunity.

Health, Safety & Welfare: To work alongside colleagues in the maintenance of a safe working environment reporting incidents, accidents, repairs and maintenance promptly and taking appropriate action as required. Adherence to safe working under the health and safety policy is required.

The Core National Standards for Supporting Teaching & Learning: To understand and carry out role in line with agreed standards, expectations & qualifications.

Contribute to and influence children's learning and personal development.

To have regard to and comply with safeguarding policy and procedures.

Education, Knowledge, Skills & Abilities, Experience and Personal Characteristics	<ul style="list-style-type: none"> • Basic numeracy and literacy e.g. through GCSE qualification in English and Maths or equivalent, or able to evidence ability at an equivalent level. • Able to work towards Vocational Qualifications Level 1 or equivalent experience in relevant field. • Basic understanding of Health and Safety regulations, procedures and the principles of equality and diversity. • Basic IT skills • Ability to operate basic equipment. • Good listening skills and enthusiasm to learn. • Accuracy and ability to follow instructions. • Ability to fulfil all spoken, written and comprehension aspects of the role with confidence through the medium of English in all public facing roles. • May be required to undertake manual handling and physically demanding work. • May be required to undertake first aid qualifications
Details of the specific qualifications and/or experience if required for the role in line with the above description	<ul style="list-style-type: none"> • Experience of working effectively and collaboratively within a team. • Full clean drivers licence and use of a vehicle • Ability to fulfil all spoken written and comprehension aspects of the role through the medium of English
Role Summary	<p>Roles at this level provide support in a defined area using play equipment, powered tools and equipment. They perform a limited range of well-established routines within basic procedures under regular supervision. They are generally practical roles but require some previous work experience. The work is typically to daily deadlines; some organising of their own workload may be required but timescales will be hour-to-hour and day-to-day. The nature of planning in these roles is development and supervision to meet children learning needs.</p>