

**WHITE HOUSE FARM PRIMARY SCHOOL  
 JOB DESCRIPTION**

**TEACHING ASSISTANT**

<b>Line Manager:</b>	Headteacher (but working to and with a qualified teacher on a day to day basis)
<b>Salary:</b>	Point 06 – 11 of the Support Staff Salary Scale: FTE: £25,183 - £27,269 per annum Pro-rata: £20,107 – £22,162 per annum
<b>Contract type:</b>	Part time – Permanent – Term time Plus 1 Week
<b>Hours per Week:</b>	32 - 34.5 hours per week

**THE POST**

White House Farm Primary School is a member of the Sapientia Education Trust (SET). SET is an expanding multi-academy trust with 11 primary and 9 secondary schools.

We are looking for a hard-working and enthusiastic person with high standards and the ability to communicate and interact effectively with others as part of our school as a Teaching Assistant. The main purpose of the role is to:

- Work with class teachers to raise the learning and attainment of pupils.
- Promote pupils' independence, self-esteem and social inclusion.
- Give support to pupils, individually or in groups, so they can access the curriculum, take part in learning, and experience a sense of achievement.

The first six months of employment shall be a probationary period and employment may be terminated by the Trust during this period at any time on one week's prior written notice. The Trust may, at its absolute discretion, extend this period for up to a further six months. During this probationary period, performance and suitability for continued employment will be monitored.

**PERSON SPECIFICATION**

The professional competencies expected of a Teaching Assistant are:

- The ability to communicate clearly and tactfully using appropriate methods and an awareness of the impact of your own communication on others;

- Able to maintain positive relationships with all and able to work as an effective and flexible part of a team; willing to change methods of work and routines to benefit the team;
- Be able to multi-task and work under pressure;
- Be flexible and resilient in managing and executing their daily responsibilities;
- Able to demonstrate strong planning and organisational skills;
- Willingness to accept responsibility for your own actions;
- The ability to prioritise effectively, meet deadlines and accept challenges.

The personal competencies expected of a Teaching Assistant are:

- Engages with pupils appropriately and works with the best interest of pupils in mind;
- Able to work with minimum supervision; • Understand statutory requirements and policies;
- Able to maintain confidentiality appropriately;
- Able to work as part of a team. The qualifications and experience required of a Teaching Assistant are:
- GCSE or equivalent level, including at least a Grade 4 (previously Grade C) in English and Mathematics
- Previous experience working with children, preferably primary school age, in a classroom or similar environment is highly desirable
- Experience delivering learning activities to groups of children
- Level 2 or 3 Certificate in Supporting Teaching and Learning in Schools or equivalent Teaching Assistant qualification desirable

## **JOB SPECIFICATION**

### **General Responsibilities**

Under the instruction/guidance of teaching or other senior staff and within the overall ethos of the school, undertake care and learning programmes and activities to support individuals or groups of pupils, including more specialised support for those with special education needs, enable access to learning for pupils and assist the teacher in the management of pupils and the classroom.

The post-holder will be required to comply with the White House Farm Primary School Code of Conduct.

Sapientia Education Trust is committed to safeguarding and promoting the welfare of children and young people and expects all staff and volunteers to share this commitment. The post-holder will have access to and be responsible for confidential information and documentation. They must ensure confidential or sensitive material is handled appropriately and accurately.

### **Specific Responsibilities**

A non-exhaustive list of specific responsibilities for the role is below and you will be required to undertake other duties and responsibilities as may reasonably be required.

### **Teaching & Learning Responsibilities**

- Demonstrate an informed and efficient approach to teaching and learning by adopting relevant strategies to support the work of the teacher and increase achievement of all pupils including, where appropriate, those with special educational needs and disabilities (SEND)
- Promote, support and facilitate inclusion by encouraging participation of all pupils in learning and extracurricular activities
- Support the teaching of a broad and balanced curriculum aimed at pupils achieving their full potential in all areas of learning
- Provide feedback to pupils in relation to progress and achievement under the guidance of the teacher;
- Use effective behaviour management strategies, promoting pupils' good choices, dealing promptly with conflict and incidents in line with the school's policy and procedures, encouraging pupils to take responsibility for their choices • Support class teachers with maintaining good order and discipline among pupils, managing behaviour effectively to ensure a good and safe learning environment
- Administer routine tests, invigilate exams, undertake routine marking of pupils' work and provide clerical/admin support, e.g. photocopying, typing, filing, money and administer coursework;
- Organise and manage teaching space and resources to help maintain a stimulating and safe learning environment
- Observe pupil performance and pass observations on to the class teacher
- Assist with the development and implementation of Individual Education/Behaviour Plans and Personal Care programmes;
- Assist with the supervision of pupils out of lesson times, including before and after school and accompany teaching staff and pupils on visits, trips and out of school activities as required and take responsibility for a group under the supervision of the teacher.
- Supervise a class if the teacher is temporarily unavailable
- Use ICT skills to advance pupils' learning
- Undertake any other relevant duties given by the class teacher
- Plan
- 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 and understand lesson plans shared prior to lessons, if available

- Prepare the classroom for lessons Working with staff, parents/carers and relevant professionals
- Communicate effectively with other staff members and pupils, and with parents and carers under the direction of the class teacher
- Communicate their knowledge and understanding of pupils to other school staff and education, health and social care professionals, so that informed decision making can take place on intervention and provision
- Contribute to meetings with parents and carers by providing feedback on pupil progress, attainment and barriers to learning, as directed by teachers
- With the class teacher, keep other professionals accurately informed of performance and progress, or concerns they may have about the pupils they work with
- Understand their role in order to be able to work collaboratively with classroom teachers and other colleagues, including specialist advisory teachers
- Collaborate and work with colleagues and other relevant professionals within and beyond the school
- Develop effective professional relationships with colleagues, support each other's wellbeing and foster everyone's sense of belonging
- Contribute to fostering and sharing the school's vision and values, culture and ethos
- Health & Safety
- Promote the safety and wellbeing of pupils, and help to safeguard pupils' wellbeing by following the requirements of Keeping Children Safe in Education (KCSIE) and our school's child protection policy
- Look after children who are upset or those who have had an accident
- 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
- Attend and participate in relevant meetings as required and participate in training and other learning activities and performance development as required
- Other areas of responsibility
- Safeguarding & Other Policies
- Work in line with statutory safeguarding guidance (e.g. Keeping Children Safe in Education, Prevent) and our safeguarding and child protection policies
- Promote the safeguarding of all pupils in the school
- Be aware of and support difference and ensure all pupils have equal access to opportunities to learn and develop;
- Be aware of and comply with policies and procedures relating to child protection, health, safety and security, confidentiality and data protection, reporting all concerns to an appropriate person; Enriched Curriculum Activities

- Take two agreed ECAs each week, working with pupils to ensure they engage with the activity being led, developing or growing interests, skills and/or talents 5
- Plan and resource agreed ECAs, liaising with colleagues and the office team to ensure high quality provision Please note, this job specification is illustrative of the general nature and level of responsibility of the role. It is not a comprehensive list of all tasks that a TA will carry out.

The postholder may be required to do other duties appropriate to the level of the role, as directed by the headteacher or line manager. The post holder shall participate in the Trust's programme of Performance Management and Continuing Professional Development.

### **HOURS OF WORK**

Working weeks	Term Time plus 1 Week
Hours per week	32 – 34.5
Normal Working Pattern	Monday – Friday 08:30 -16:30 with 30 minutes unpaid lunch
Holidays	Holiday pay entitlement is included in the pro rata salary for the post and there is no entitlement to take holidays during term-time.
CPD/Inset Days	CPD/Inset Days are not included in your pro-rata salary.

### **REMUNERATION**

Salary Details:

Point 6 - 11 of the Support Staff Salary Scale:

- FTE: £25,183- £27, 269 per annum
- Pro-rata: £20,107– £22, 162 per annum

New post-holders will normally be appointed on the lower point of the salary scale, which will be reviewed on successful completion of the probationary period, depending on skills and experience.

The post holder will be entitled to join Trust's nominated pension scheme for support staff.

### **DRESS CODE**

All staff will be supplied with appropriate Staff ID. This must be worn at all times to ensure that students, staff and visitors are able to identify White House Farm Primary School employees.

### **PRE-EMPLOYMENT CHECKS**

All staff must be prepared to undergo a number of checks to confirm their suitability to work with children and young people.

Sapientia Education Trust reserves the right to withdraw offers of employment where checks or references are deemed to be unsatisfactory.

## **REVIEW**

The Job Description will be reviewed annually as part of the Trust's Performance Management programme.