



## **JOB DESCRIPTION**

<b>Job Title:</b>	Teaching Assistant
<b>Salary:</b>	TPAT Point 4
<b>Responsible to:</b>	SENCO/Teaching Staff
<b>Direct Supervisory Responsibility for:</b>	N/A
<b>Important Functional Relationships: Internal/External:</b>	TPAT, Local Monitoring Committee, Senior Leadership Team, School Staff, Students, Parents & Carers, Suppliers and External Professional Bodies

### **Main Purpose of the Job:**

- To take a pro-active role in the support of the educational, social and physical needs of the pupils;
- To support the curriculum and the school through the provision of high level assistance to the teacher in the practical organisation of class activities, undertaking group work and ensuring the welfare and development of pupils;
- To meet the needs of pupils with specific special educational needs, within an ARB or a mainstream setting.

### **Main Duties and Responsibilities:**

- To assist individuals and groups of children in developing knowledge, skills and attitudes as defined by the curriculum. To take into account the learning support involved to aid the children to learn as effectively as possible.
- To establish supportive relationships with the pupils to encourage acceptance, inclusion, social integration and individual development, promoting and reinforcing pupils' self-esteem.
- To supervise an individual or small group of children within a class under the overall control of the teacher.
- Getting the classroom ready for lessons, assisting in preparing, using and maintaining relevant teaching resources, including wall displays and cleaning up classrooms after activities. To be responsible for monitoring the use of and maintaining an up-to-date inventory of all classroom materials and equipment, monitor stock levels of materials, check for missing and/or damaged equipment, and arrange for new supplies to be ordered as required.
- Helping teachers to plan learning activities and complete records.
- Helping children who need extra support to complete tasks.
- To support teachers in managing class behaviour, looking after children who are upset or have had accidents.
- Listening to children read, reading to them or telling them stories.
- To supervise children during break and lunch periods in accordance with the school's pupil management, discipline, behaviour and bullying policies. To complete the necessary records with regard to any incidents relating to such policies.
- During break and lunchtimes to organise and positively interact with approved group activities and games for children as authorised by a member of the teaching staff, so as to enhance the development of children's learning and social integration. Ensure indoor activities are arranged and made available to

children during wet lunchtime break periods which ensure appropriate and safe behaviour of children during these periods.

- During break and lunchtimes to remain aware of children with special educational needs and liaise with the appropriate SEN Assistant to ensure play activities are appropriate and safe for all children.
- To accompany children on educational visits and outings as supervised by the Teacher.
- To assist with the assessment, monitoring and recording of children's progress, achievement, health, behaviour and general wellbeing and to feedback any to the Teacher or Headteacher as appropriate.
- To be aware of confidential issues linked to home/pupil/teacher/school work and to ensure the confidentiality of such sensitive information.
- To assess, monitor and record children's progress in relation to IEP's, and to feedback to the SENCO/Teacher with regard to children's progress and the success of IEP's, including making recommendations for alterations to improve the effectiveness of IEP's.
- To meet with the SENCO and/or other appropriate staff on a regular basis to discuss improvements to the teaching practices, delivery of the curriculum and progress and concerns regarding individual pupils.
- To administer basic first aid and assist in the dispensing of medically prescribed controlled drugs in line with school procedures if trained.
- To support children with personal care needs which includes meeting the needs of incontinent pupils and nappy changing as and when required.
- To carry out administrative tasks associated with all of the above duties as directed by the SENCO/Senior Leadership Team/Teacher.

#### **General Responsibilities applicable to all staff**

- Demonstrate and promote the values of Truro and Penwith Academy Trust at all times.
- Contribute to the overall ethos and aims of the school.
- Follow and adhere to all agreed Child Protection and Safeguarding policies and procedures at all times.
- Make a positive impact on our students' lives and contribute to shaping a brighter future.
- Play a full part in the life of the school community and support its vision and ethos to encourage all staff and students to follow this example.
- Work effectively with other members of staff to meet the needs of students; ensuring that students' needs are prioritised.
- Act as a role model and set high expectations of conduct and behaviour.
- Appreciate and support the role of other professionals.
- Have a clear sight of how this role impacts on the school's students at all times.
- Work with professionalism in line with the Trust's Code of Conduct.
- Be aware of and comply with all policies and procedures at all times, especially those relating to child protection, health, safety and security, confidentiality, data protection and copyright, code of conduct, reporting all concerns to line manager.
- Be a positive influence on the climate and culture of the school and a positive role model at all times.
- Model good management practice across the Trust.
- Be aware of and support difference, ensuring equal opportunities for all.
- Actively promote the safety and welfare of our children and young people.
- Administer basic first aid and assist in the dispensing of medically prescribed controlled drugs in line with school procedures (only if trained to do so); recording on Trust/School systems as required.
- Attend liaison events and effectively promote the school at open days/evenings and other events.

- Act as a Trust team member and provide support and cover for other staff where needs arise, inclusive of work at other sites within a reasonable travel distance.
- Be aware of and comply with all School and Trust policies and procedures.
- Undertake mandatory training, professional development, learning activities and appraisal procedures as appropriate.
- Attend and participate in relevant meetings and Trust based INSET as required.
- Responsible for your own self-development on a continuous basis; taking responsibility for your own CPD.
- Recognise own strengths and areas of expertise and use these to advise and support others.
- Maintain at all times the utmost confidentiality with regards to all reports, records, personal data relating to staff and students and other information of a sensitive nature acquired in the course of undertaking duties for the Trust, with due regard to General Data Protection Regulations.
- Carry out any other reasonable instructions commensurate with the post in order to support the work of the Trust and its Academies.

### Job Description

This job description is illustrative of the general nature and level of responsibility of the work to be undertaken commensurate with the grade. It is not a comprehensive list of all the responsibilities, duties and tasks relating to the post. This job description does not form part of your contract of employment.

The post-holder may be required to undertake such work as may be determined by their line manager from time to time, up to or at a level consistent with the main responsibilities of the job.

This job description may be amended at any time in consultation with the post-holder.

### Special Conditions of Employment

Truro and Penwith Academy Trust is committed to safeguarding and promoting the welfare of children and young people, ensuring a culture of valuing diversity, and ensuring equality of opportunities, and expects all staff and volunteers to share this commitment. The post-holder is required to follow all of the Trust's policies and procedures in relation to safeguarding at all times, and to adhere to the statutory guidance 'Keeping Children Safe in Education'. The post-holder must take appropriate action in the event that they have concerns, or are made aware of the concerns of others, regarding the safety or well-being of children or young people.

All offers of employment are conditional and are subject to satisfactory pre-employment checks including receipt of original qualification documents, two satisfactory references, health screening, proof of eligibility to work in the UK, Childcare Disqualification check, a Disclosure and Barring Service (DBS) check and online searches.

## PERSON SPECIFICATION – Teaching Assistant

Person Specification	Essential	Desirable	Recruiting Method
<b>Education and Training</b>	<p>Good levels of literacy and numeracy to a level equivalent to GCSE Grade 4 or above.</p> <p>Qualified to NVQ Level 2 or equivalent in a relevant area or equivalent experience.</p>	<p>Completion of the DfES Induction for Teaching Assistants.</p> <p>CLANSA or Cornwall Certificate in SEN.</p>	Application
<b>Skills and Experience</b>	<p>Experience of working &amp; enjoy working with children.</p> <p>Able to prioritise between different demands.</p> <p>Able to work to deadlines.</p> <p>Self-motivated, and able to work in a team.</p>	<p>Experience of working with children in a school or similar environment.</p>	<p>Application</p> <p>Interview</p> <p>Assessment</p>

	<p>Basic understanding of child development and how children learn.</p> <p>Understanding of relevant policies/code of practice and awareness of relevant legislation.</p> <p>Ability to relate well to young people and adults.</p> <p>Good oral and written communication skills.</p> <p>Good listening skills.</p> <p>ICT skills appropriate to the role.</p> <p>Committed to continual personal and professional development</p>	<p>Track record of improving outcomes for students, including vulnerable students and those with SEND, disadvantaged.</p>	
<b>Specialist Knowledge and Skills</b>	<p>Knowledge of a particular area of the curriculum or children’s needs (ie: early years, EBD, ALS, literacy, numeracy or ICT).</p> <p>Ability to build good working relationships with both pupils and adults.</p> <p>Ability to manage groups of pupils and deal with challenging behaviour.</p> <p>A commitment to maximising the academic, personal, social and emotional development of all students.</p> <p>Discreet at all times.</p> <p>Work constructively as part of a team.</p> <p>Willing to work within organisational procedures, processes and to meet required standards for the role.</p> <p>Able to adopt a flexible working practice.</p> <p>Champion for children.</p> <p>Clear understanding of inclusion.</p> <p>Caring, child centred.</p> <p>Demonstrates an awareness, understanding and commitment to the protection and safeguarding of children and young people.</p> <p>Demonstrates an awareness, understanding and commitment to equal opportunities.</p> <p>Committed to promoting equality of opportunity and inclusion.</p>	<p>Knowledge of a range of issues relevant to education and child development.</p> <p>First Aid Training.</p>	<p>Application Interview Assessment</p>
<b>Behaviours and Values</b>	<p>Flexibility &amp; creativity.</p> <p>Trust and integrity.</p> <p>Patience and a sense of humour.</p> <p>Enthusiastic, approachable, calm, kind &amp; empathetic.</p> <p>A desire to facilitate achievement.</p> <p>Ability to work to deadlines and methodical approach to work.</p>		<p>Application Interview Assessment</p>