

Role Profile & Person Specification



Job Title:	Teaching Assistant
Responsible to:	Headteacher
Terms and Conditions:	Scale C 5 days a week Temporary Term-time + 1 week

Our Vision

Our vision is to work together to help every child to develop into high achieving, confident, healthy, caring and resilient members of their family and community; creating a pathway to support their career aspirations, independence and contribution to society.

Our Qualities

Every member of our team is expected to demonstrate the ability to:

- Develop positive relationships with all children and adults
- Recognise and manage their own emotions, thoughts and behaviours and understand how these can impact others
- Be curious around the reasons behind others' behaviours, accepting all feelings and beliefs
- Understand others' emotions and thoughts and feel a natural desire to support
- Have the courage to reflect, make changes and be keen to learn

Core Purpose

To work under the direction of the class teacher to support the social, emotional and academic development of children in Key Stage One.

Key Areas of Responsibility

1. Responsibility

- To connect with children as individuals to help provide them with the best possible support for their personal, social and emotional development
- To support the team to create a safe and supportive environment.
- To take the positive approach that reflects the school's ethos and promotes safe behaviour in class, around school and at playtimes.
- To help deliver high quality learning opportunities.
- To support children (as identified by the class team) at carpet times, in small group, 1:1 activities and during outdoor learning times.
- Be aware of the needs of all children, especially vulnerable children with special educational needs or Pupil Premium and adopt the agreed strategies to support.
- To promote the acceptance of all children, encourage children to include others and engage in activities.
- Prepare the classroom as directed for activities and clear resources after each session.
- Help support and maintain any pupil assessment and recordkeeping, as requested.

We are part of...

WENSUM TRUST

FOR CHILDREN, FAMILIES AND COMMUNITIES

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- Be aware of and follow policies and procedures laid out by the Trust relating to health, safety and security, confidentiality and data protection, reporting all concerns to an appropriate person.
- Attend relevant training and other learning activities as required.
- Support the teaming team and children in school visit and out of school activities as required.
- To assist with the display of pupils' work.
- Take responsibility to keep up to date with events, communication and training within school
- Be flexible and adapt to changing situations.
- Understand and follow the school's safeguarding procedures.
- To help maintain a stimulating and safe learning environment, taking pride in the physical space as well as the resources provide to children.
- To support the class team and be flexible and adapt to changing situations, confidently suggesting solutions and ideas.

Safeguarding

- Respecting confidential issues linked to home/students/teachers/college work and to keep confidence as appropriate.
- To keep up to date with the school procedures for safeguarding and child protection, reporting any concerns to senior designated person.

Health and Safety

- Be aware of the responsibility for personal Health, Safety and Welfare and that of others who may be affected by your actions or inactions.
- Co-operate with the employer on all issues to do with Health, Safety & Welfare.

Continuing Professional Development

- In conjunction with the line manager, take responsibility for personal professional development, keeping up-to-date with developments.
- Undertake any necessary professional development as identified, taking full advantage of any relevant training and development available.

Whilst every effort has been made to explain the main duties and responsibilities of the post, each individual task undertaken may not be identified. Employees will be expected to comply with any reasonable request from a manager to undertake work of a similar level that is not specified in this role profile.

Employees are expected to be courteous to colleagues and students, providing a welcoming environment to visitors and telephone callers.

This role profile is current at the date shown but, in consultation with you, may be changed by the CEO or Board of Trustees to reflect or anticipate changes in the job commensurate with the grade and job title.

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Person Specification

	Essential	Desirable
Personal Attributes	<ul style="list-style-type: none"> • Relational • Self-aware • Curious • Accepting • Empathetic • Reflective 	
Qualifications	<ul style="list-style-type: none"> • Educated to GCSE C in English and Maths (or equivalent) 	
Experience		Previous experiencing working within EYFS / KS1 environment.
Skills/Knowledge	<ul style="list-style-type: none"> • Flexible and responsible approach. • Shows personal commitments to safeguarding and promoting the welfare of all learners. • Able to and enjoy working as part of a team. • Ability to communicate effectively with the teaching team • Self-motivated within the team and able to use own initiative. • Flexible, responsible and resilient in approach. • Curious and keen to learn. 	
Other		