Job Description – Teaching Assistant

Owlcotes Multi-Academy Trust and its schools are committed to safeguarding and promoting the welfare of children and expects all staff and volunteers to share this commitment. All adults in school, whether paid staff or a volunteer, have a responsibility for safeguarding and promoting the welfare of children. The successful candidate must abide by Owlcotes Multi-Academy Trust policies and procedures and Armley Park Primary School's Safeguarding and Child Protection policy. The successful candidate will be subject to an enhanced Disclosure and Barring Service check (DBS).

We promote diversity and want a workforce which reflects the population of Leeds.

Post Title:
Teaching Assistant

Pay Grade:
SCP 3

Post(s) to which directly responsible:
Class Teacher, Deputy Headteacher, Headteacher

Purpose of post:
Supporting in-class learning for specific pupils or for the whole class in EYFS or Key Stage 1.

Responsibilities

- Supporting class teachers during teaching;
- Supporting specific children who have additional needs;
- Supporting teachers in managing class behaviour;
- Supporting teachers with the planning, development and delivery of programmes of work for children in class;
- Getting classrooms ready for lessons and clearing away materials and equipment after lessons;
- Establish supportive and secure relationships with children, promoting positive, inclusive whole school ethos and value;
- To help, support and motivate children, including clarifying instructions, encouraging independent problem solving and enabling learning targets to be achieved;
- Listening to children read and reading to children;
- Supervising group activities, lunchtime and playtime;
- Carrying out administrative tasks, including recording pupil progress, maintaining records and providing feedback to teachers;
- Develop relationships with parent/carer(s) and other stakeholders;
- To provide welfare support to children, including administering First Aid (dependant on training) and attending to personal hygiene or medical needs as required.

Relationships:

The post holder will be required to work flexibly to deliver an effective service.

There will be regular contact with school pupils, colleagues, and other members of staff, parent/carer(s) and other external stakeholders.

Physical Conditions:

This post is currently based at Armley Park Primary School.

During the course of your employment, you may be required to undertake your duties at other Owlcotes Multi-Academy Trust schools.

Armley Park Primary School is accessible to disabled persons to the ground floor.

This post is subject to an enhanced Disclosure and Barring Service check.

Armley Park Primary School operates a non-smoking policy.

Economic Conditions:

Grade: SCP 3

Annual Leave: Term-time only working plus 5 extra working days at the school's discretion.

Hours: The post is 33 hours per week, Monday – Friday, with the option for additional hours by mutual agreement. This is a permanent appointment.

Conditions of Service: NJC conditions apply.

Prospects:

Promotion: Whilst there is no automatic progression to any more senior posts, opportunities do exist for advancement and promotion, dependent upon normal staff movements and on the capabilities of the individual post holder.

Training: Armley Park Primary School encourages training both "in-house" and external to meet the needs of the individual and of the service.

Qualifications:

Desirable: GCSE English, Maths and Science qualifications at Grade C minimum (or equivalent), NVQ Level 2 for Teaching Assistants or appropriate level of experience of operating in a classroom environment is desirable.

Job Description Prepared/Reviewed by: *Joe Wilson, 27/07/2022*

Job Description Approved by: *Emily Caine, 27/07/2022.*

Employee Specification:

Detailed below are the types of skills, experience and knowledge that are required of applicants applying for the post. The 'Essential Requirements' indicates the minimum requirements, applicants lacking these attributes will not be considered for the post. The 'Desirable Requirements' are additional attributes to enable the applicant to perform the position more effectively. They are not essential, but may be used to distinguish between acceptable candidates.

SKILLS	Essential	Desirable	MOA
Able to communicated effectively with a wide range of people			A and I
Able to work flexibly as part of a team and show initiative			A and I
Able to prioritise work to meet conflicting deadlines			A and I
Able to demonstrate good numeracy and literacy skills			C

KNOWLEDGE/QUALIFICATIONS	Essential	Desirable	MOA
Knowledge/qualifications demonstrating ability in numeracy and literacy (GCSE English, Maths and Science qualifications at Grade C minimum (or equivalent), NVQ Level 2 for Teaching Assistants or appropriate level of experience of operating in a classroom environment).			C

EXPERIENCE	Essential	Desirable	MOA
Experience of dealing with queries from a wide range of people			A and I
Experience in the use of Microsoft Office products			A and I
Experience of participating in teams			C
Experience of supporting pupils with SEN			A and I

BEHAVIOUR AND OTHER RELATED CHARACTERISTICS	Essential	Desirable	MOA
Will abide by Owlcotes Multi Academy Trust policies in the duties of the post and as an employee of the Trust.			A and I
Will carry out all duties having regard to an employee's responsibility under the Trust's Health and Safety Policies			A and I
To display a responsible and co-operative attitude to working towards the achievement of the service area aims and objectives			A and I
Ability to respect sensitive and confidential work			A and I
Commitment to own personal development and learning			A and I

Method of Assessment (MOA): **A – Application Form, T – Test, I – Interview, C – Certificate**