



ONE Academy Trust	
POST TITLE: Teaching Assistant	GRADE: 4
RESPONSIBLE TO: Line Manager	
DATE: June 2024	

Job Purpose:

To support the learning needs, care and wellbeing of pupils throughout the school. To support the emotional, behavioural and pastoral needs of all pupils, including children with Special Educational Needs (SEN). To support and lead learning for individual pupils and/or groups of pupils across the curriculum to accelerate their learning, under the instruction of teaching and senior staff.

Main Duties and Responsibilities:

1. Lead directed learning groups such as phonics groups / reading groups / targeted interventions, formulating or adapting planning as required, to assist children in accessing their educational needs, under the management of the education team. Provide feedback for pupils and teachers on children's progress as directed by the education team.
2. Be supported by teaching staff whilst undertaking formal assessments to report on children's progress.
3. Assist with the development and enhance the implementation of individual plans for children with SEND or specific learning needs and support their learning either in class or individually.
4. Where appropriate, formulate or adapt planning and provide practical assistance in relation to a child's physical needs.
5. Where appropriate, assist with the personal hygiene routines of the pupils including bathroom management, dressing and undressing.
6. Ensure that the learning environment, learning activities and resources for which they have responsibility are well-organised, of high quality and are safe.
7. Promote outstanding pupil behaviour by maintaining a high standard of professional conduct and implementing the school behaviour policy and related policies.

8. To actively participate in relevant staff training and development opportunities where appropriate.
9. Undertake first aid training as required and administer first aid in line with the school's health and safety policy.
10. Maintain effective working relationships with colleagues and parents.
11. Carry out all responsibilities and activities working within an equal opportunities framework and a view to sensitivity and inclusion.
12. Act in accordance with the Academy's policies and procedures and relevant legislation.
13. Adhere to the school safeguarding policy and commitment to safeguard children. Follow safeguarding procedures and take responsibility for keeping yourself up to date on any safeguarding changes or updates that are relevant to the post.
14. Undertaking any other duties which may be reasonably regarded as within the nature of the duties and responsibilities/grade of the post, subject to the proviso that normally any changes of a permanent nature shall be incorporated into the job description in specific terms.

Other Information:

The post holder will be expected to contribute to the protection of children as appropriate, in accordance with any agreed policies and/or guidelines, reporting any issues or concerns to their immediate line manager.

This job description only contains the main accountabilities relating to the posts and does not describe in detail all of the duties required to carry them out.



PERSON SPECIFICATION

Skills / Experience	E= Essential D=Desirable	Tested by
NVQ Level 3 Childcare qualification or equivalent	D	Application Letter
Experience of successful working with primary aged children on an individual and group basis in supporting their learning and development	E	Application Letter/Interview
Experience of working with children with SEND/individual learning needs.	D	Application Letter/Interview
Proven track record of achieving positive outcomes for pupils	E	Application Letter/Interview
Ability to use own initiative	E	Application Letter/Interview
Excellent interpersonal and communication skills with pupils, parents/carers and colleagues	E	Application Letter/Interview
Ability to develop effective working relationships with pupils, parents/carers, colleagues.	E	Application Letter/Interview
Ability to work as part of a team and contribute to wider school goals.	E	Interview
Ability to demonstrate: <ul style="list-style-type: none"> • positivity and confidence; • confidentiality and discretion; • a calm and supportive manner; • flexibility 	E	Application Letter/Interview
Good organisational and planning skills	E	Application Letter/Interview
Demonstrate proficiency in the use of ICT packages including Microsoft Office	D	Application Letter/Interview

A good level of literacy and numeracy skills	E	Application Letter
At least a GCSE Grade C or equivalent in English and Maths.	D	Application Letter
Commitment to continued professional development	E	Application Letter/Interview
Knowledge of safeguarding procedure and protocols and experience of following them	E	Application Letter/Interview
The ability to converse at ease with members of the public and provide advice/information in accurate spoken English	E	Interview