



Application Pack

Audlem St James C.E. Primary School

Teaching Assistant (Primary with SN)

Temporary

Salary: Grade 4 SCP5 £17,354 p.a. (actual Salary)

32.5 hours per week (38 weeks per year)

- + Pension Scheme (LGPS)
- + The Cornovii Trust Employee Assistance Programme
- + Additional Cornovii Trust Benefits

Job Purpose

To support the teaching staff and work with the other support staff to enhance the development and education of pupils in accordance with the aims and policies of the school.

Main Areas of Responsibility

- Using acquired skills, support and deliver learning activities and contribute to the development of work programmes to facilitate effective teaching and learning.
- Provide input into the planning and evaluation of learning activities for individuals and groups of pupils to enable the teaching staff to make informed decisions when developing their plans.
- Supervise the activities of individuals or groups of pupils both in and out of the classroom (including educational visits) to ensure their safety and facilitate their physical and emotional development in accordance with the school's behaviour management policy.
- Monitor individual pupil's progress, achievements and development and report these to the teaching staff/line manager to inform decisions taken regarding the Individual Education Plan, Behaviour Plans and Personal Care Programmes for a pupil.
- Liaise with parents and carers in conjunction with the teaching staff to ensure effective communication concerning the pupils' well-being.
- Record pupil information as specified by the teaching staff/line manager to ensure the schools information systems are maintained.
- Attend to the personal and physical needs of pupils so that their well-being is maintained.
- Prepare and maintain learning resources and ensure that the classroom is kept tidy so that the needs of the lesson plans are met in a safe learning environment, which complies with relevant health and safety requirements.
- Display and present the pupils' work, under the direction of teaching staff so that it enhances the classroom environment and celebrates achievement.
- Attend staff and other meetings and participate in staff training development work and staff reviews as required

Reporting to: SENCO

Additional Responsibilities

- To assist with the supervision of students out of lesson times, including break and undertaking lunchtime duty.
- To establish good relationships with students, acting as a role model and being aware of and responding appropriately to individual needs.
- To promote the inclusion and acceptance of all students.
- To be aware of and support difference and ensure all students have equal access to opportunities to learn and develop.
- To support students with their learning and development in respect of local and national learning strategies e.g. literacy, numeracy, Key Stage and/or subject specific, as directed by the teacher.
- To encourage students to interact with others and engage in activities led by the teacher.
- To set challenging and demanding expectations, promoting self-esteem and independence.
- To prepare the classroom as directed for lessons and clear afterwards and assist with the display of students' work.
- To prepare and maintain equipment/resources as directed by the teacher and assist students in their use.
- To undertake student record keeping as requested.
- To establish and maintain positive relationships with parents/carers, gathering and reporting information as directed.
- To provide clerical/admin support as required e.g. photocopying, word processing, filing.
- To ensure the effective/efficient deployment of resources as appropriate.
- To attend relevant meetings as required.
- To accompany teaching staff and students on visits, trips and off site activities as required.
- To contribute to the school's Improvement Plan and its implementation.
- To contribute to the whole school's planning activities

Academy Ethos

- To undertake such other duties as may be required, commensurate with the level of responsibility of the post.
- To engage actively in the performance review process, addressing appraisal targets set in conjunction with the line manager on an annual basis.
- To participate in training and other professional development learning activities as required.
- To promote equal opportunities and celebrate diversity in all aspects of the school.
- To play a full part in the life of the school community, to support its distinctive aim and ethos and to encourage staff and students to follow this example.
- To adhere to the school's Staff Code of Conduct and the Dress Presentation Code.
- To comply with the school's Health and Safety policy and undertake risk assessments as appropriate.
- To be familiar with and promote safeguarding requirements, demonstrating adherence to the DfE Guidance 'Keeping Children Safe in Education' and the school's Safeguarding/Child Protection policies.
- To be aware of and comply with all school and Brine MAT policies and procedures, in particular those relating to conduct, child protection (as above), health, safety and security, confidentiality and data protection, reporting all concerns to an appropriate person.

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 job description. Employees are expected to be courteous to colleagues and provide a welcoming environment to visitors and telephone callers.

The school will endeavour to make any necessary reasonable adjustments to the job and the working environment to enable access to employment opportunities for disabled job applicants or continued employment for any employee who develops a disabling condition (as defined in the Equality Act 2010).

This job description will be reviewed where necessary and may be subject to amendment or modification at any time after consultation with the post holder. It is not a comprehensive statement of procedures and tasks; it sets out the expectations of the school in relation to the post holder's professional responsibilities and duties.

We will consider any reasonable adjustments under the Equality Act (2010) to enable an applicant with a disability (as defined under the Act) to meet the requirements of the post.

Rehabilitation of Offenders Act 1974

All posts involving direct contact with children are exempt from the Rehabilitation of Offenders Act 1974. The successful applicant will be required to apply for an enhanced DBS certificate. As the post will involve regulated activity with children, it is a criminal offence to apply for this post if you are included on the children's barred list held by the DBS.

Amendments to the Exceptions Order 1975 (2013, 2020 & 2023) provide that certain spent convictions and cautions are 'protected'. These are not subject to disclosure to employers and cannot be taken into account. Guidance and criteria on the filtering of these cautions and convictions can be found on the Ministry of Justice website or visit <https://unlock.org.uk/advice/what-will-be-filteredby-dbs/>.

Shortlisted candidates will be asked to provide details of all unspent convictions and those that would not be filtered, prior to the date of the interview. You may be asked for further information about your criminal history during the recruitment process. If your application is successful, this self-disclosure information will be checked against information from the Disclosure & Barring Service before your appointment is confirmed.

Any data processed as part of the DBS check will be processed in accordance with data protection regulations and the trust's privacy statement.

I Understand and accept the job duties and responsibilities contained in this job description.

Signature: _____ Date: _____

Print Name: _____

Person Specification

Attributes	Description	Desirable
Qualifications, Knowledge & Training	<p>NNEB/NVQ3</p> <p>Basic knowledge of SEND and learning barriers.</p> <p>Some knowledge of strategies in working with young people with challenging behaviours</p> <p>Knowledge of some of the social issues facing students from disadvantaged backgrounds</p> <p>Awareness of Health and Safety issues in the workplace.</p>	<p>Evidence of continuing professional development</p> <p>Knowledge and understanding of the National Curriculum</p> <p>Knowledge of learning and teaching</p>
Experience	<p>Experience of working directly with young people in an education or training environment, supporting the learning of students. Experience of establishing and maintaining positive working relationships with a range of stakeholders, at all levels. Experience of managing and being responsible for own workload.</p>	<p>Previous experience working in a similar role in a school.</p> <p>Experience of working with students from a range of backgrounds</p>
Skills & Abilities	<p>Good literacy and numeracy skills, Good interpersonal and communication skills, with an excellent standard of written and spoken English.</p> <p>Good administrative and organisational skills.</p> <p>Ability to interest, encourage, motivate and engage children</p> <p>Ability to work as part of a team; working effectively with people across a wide range of levels and responsibilities.</p> <p>Computer literate – must have good ICT skills including a working knowledge of MS packages e.g. Word, PowerPoint, Outlook, Excel etc, as well as using and updating records and databases.</p> <p>Ability to work using own initiative, exercising good judgement where unsupervised.</p> <p>Flexibility of approach to work. Ability to maintain confidentiality; having tact and diplomacy where necessary.</p>	<p>Ability to use an interactive white board innovatively.</p>
Personal Qualities	<p>Enthusiasm for and commitment to the achievement of the school's overall vision for success at all levels.</p> <p>Willingness to work hard.</p> <p>Flexible, adaptable, and able to prioritise, resilient under pressure.</p> <p>Awareness of and commitment to equal opportunities and valuing diversity.</p> <p>To command and demand respect from the school community.</p> <p>Creativity and enthusiasm to promote a positive school image to the local and national community.</p>	