

POST TITLE: Teaching Assistant (Primary)	GRADE: 3
RESPONSIBLE TO: Headteacher / Deputy Headteacher/Assistant Headteacher (<i>as appropriate</i>)	

Responsible for: No direct reports

Purpose of role:

Under the supervision of the class teacher and/or SENCO, to undertake a range of directed activities to support the educational and development needs of pupils. This will involve assisting teachers with the organisation and maintenance of classroom resources and contributing to the supervision and welfare of pupils throughout the school.

Principle Accountabilities:

Support for Pupils:

- Supervise and support pupils' ensuring their safety and access to learning.
- Establish constructive working relationships with pupils, acting as a role model.
- Promote the inclusion and acceptance of all pupils.
- Support pupils consistently whilst recognising and responding to their individual needs.
- Encourage pupils to interact and work co-operatively with others and engage all pupils in activities.
- Set challenging and demanding expectations and promote self-esteem and independence.
- Employ strategies to recognise and reward achievement of self-reliance.
- Support the use of ICT in learning activities and develop pupils' competence and independence in its use.
- Monitor and evaluate pupils' responses to learning activities through observation and planned recording of achievement against pre-determined learning objectives.
- Provide feedback to pupils in relation to progress and achievement.

Support for Teacher:

- Assist with the development and implementation of Individual Education/Behaviour Plans.
- Establish constructive relationships and communicate with other agencies/professionals, in liaison with the teacher, to support achievement and progress of pupils.
- Supervise majority of the class when the class teacher is working with a specific group of children.
- Work with the teacher to establish an appropriate learning environment.

- Work with the teacher in lesson planning, evaluating and adjusting lessons/work plans as appropriate.
- Liaise sensitively and effectively with parents/carers as agreed with the teacher within your role/responsibility and participate in feedback sessions/meetings with parents with, or as directed.
- Provide objective and accurate feedback and reports as required to the teacher on pupil achievement, progress and other matters, ensuring the availability of appropriate evidence.
- Provide general administrative support e.g. produce worksheets for agreed activities, classroom displays of work etc.

Support for the Curriculum:

- Support the implementation of local and national learning strategies e.g. literacy and numeracy.
- Make effective use of learning activities to support skills development and provide feedback as appropriate.
- Determine the need for, prepare and maintain general and specialist equipment and resources.

Support for the school:

- Undertake planned supervision of pupils' out of normal lesson times, including lunchtimes.
- Supervise pupils on visits, trips and out of school activities.
- Administer and assess routine tests and invigilate exams/tests.

Data Protection and Safeguarding:

- Work within the requirements of Data Protection at all times
- Understand your responsibilities in relation to Safeguarding and child protection and how to highlight an issue / concerns
- Remain vigilant to ensure all students are protected from potential harm

General:

- The post-holder will be expected to exemplify the trust values of Respect, Opportunity, Collaboration and Aspiration and demonstrate trust behaviours as outlined in "The Futura Way".
- The post-holder will be expected to undertake any appropriate training provided by the Trust to assist them in carrying out any of the above duties.
- The post-holder will be expected to contribute to the protection and welfare of children and young people, as appropriate, in accordance with any agreed policies and/or guidelines, reporting any issues or concerns to their immediate line manager.
- The post-holder will be required to promote, monitor and maintain health, safety and security in the workplace. To include ensuring that the requirements of the Health & Safety at Work Act, COSHH, and all other mandatory regulations are adhered to.
- An Enhanced Disclosure with the Disclosure and Barring Service (DBS) will be undertaken before an appointment can be confirmed. The successful candidate will be required to disclose all convictions and cautions, including those that are spent; the exception being certain, minor cautions and convictions which are 'protected' for the purposes of the 'Exceptions' order.
<https://www.gov.uk/government/collections/dbsfiltering-guidance> '

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. The post holder may be required to undertake other duties and responsibilities that are commensurate with the nature and level of the post.

Futura Learning Partnership is committed to safeguarding and promoting the welfare of children and young people and expects all staff and volunteers to share this commitment. Your suitability to work with children and young people will form part of the selection process. For this post prior to appointment, Futura Learning Partnership will apply for an enhanced disclosure certificate from the Disclosure and Barring Service.

Person Specification	Essential (E) or Desirable (D)
Education/Qualifications	
Good standard of education (5 x GCSE's – English and Maths C or above)	E
A relevant, recognised qualification such as the NVQ Level 3 for Teaching Assistants or equivalent	D
Qualified first aider	D
Experience	
Minimum of 2 years recent, relevant experience supporting pupils in the classroom	D
Experience of applying a range of strategies to support pupils in the classroom with the minimum of supervision	D
Minimum 2 years recent relevant experience supporting pupils in the classroom with additional needs	D
Understanding of classroom roles and responsibilities and your own position within these	E
Understanding of principles of child development and learning processes and in particular, barriers to learning	E
Contributing to pupil reviews and reports e.g. PSP, EHC plans etc.	D
Behaviours	
Able to demonstrate Futura values and behaviours in the workplace	E
Committed to continuous professional development	E
Committed to a team collaborative approach	E
Operates with integrity	E
Skills	
Natural communicator with the ability to relate well to both pupils and adults	E
Ability to plan and implement effective actions for pupils at risk of underachieving	E
Support a range of pupils in the classroom including those with additional needs	E
Ability to work collaboratively and constructively as part of a team	E
Good use of initiative	E
Ability to supervise a group of pupils	E

Very good IT skills; ability to use IT to support learning	E
Ability to self-evaluate learning needs and actively seek learning opportunities	D
Working knowledge of national curriculum and other relevant learning programmes etc	D