

## JOB DESCRIPTION

<b>Job Title</b>	Teaching Assistant
<b>Reports To</b>	Head of School
<b>Contract Type</b>	Permanent
<b>Pay Grade &amp; Scale Point</b>	Grade D4
<b>Working Weeks</b>	43.7 weeks Term Time Only plus the Trust Development Day
<b>Hours</b>	6 hours per week
<b>Location</b>	Churchfields The Village School

### Overall Purpose

Under the direction of the Teacher/s, to generally support pupils in a mainstream school to access learning.

### Key Relationships

The jobholder has extensive contact with pupils, which involves mentoring, motivating and imparting skills and/or knowledge. Information is exchanged with Teachers and other school staff, school management, parents/carers and at times representatives of other Agencies e.g. Health, Social Care

### Special Features

The post holder will be required to work flexibly across the Trust as directed by the Headteacher.

### Main Responsibilities

**1. Supporting pupils learning, either in groups or through 1:1 work. The exact tasks will depend on the learning support needs of the pupil/s but may include:**

- clarifying and explaining instructions
- ensuring pupils are able to use equipment and materials provided
- motivating and supporting pupils
- assisting in weaker areas, e.g. language, reading, spelling, handwriting, presentation
- helping pupils to concentrate on and finish work set
- meeting physical needs as required while promoting independence
- liaising with class teacher and Special Educational Needs Co-ordinator about Individual Education Plans
- as specified by the Teacher, developing appropriate resources to support pupils

**2. Supporting pupils self-esteem, inclusion and behavioural development**

- encouraging an acceptance and inclusion of the pupil with special needs
  - developing methods of promoting/reinforcing the pupil's self-esteem and independence
  - providing individual supervision in and out of the classroom for pupils with behavioural problems
  - establishing a supportive relationship with pupils
  - reinforcing the school ethos, e.g. expectations of behaviour within class and elsewhere on the school site
  - supervising pupils on outings, school activities
- 3. Provide physical/personal care to pupils where required**
- helping with dressing/toileting
  - undertaking physiotherapy and speech therapy exercises following instruction and advice from a qualified therapist
- 4. Supporting the Teacher/s**
- As directed by the Teacher, adapting and interpreting lessons and instructions to pupils
  - In conjunction with the class teacher (and other professionals as appropriate) to develop system/s of recording pupil progress and contribute to the maintenance of this record
  - Providing regular feedback about pupils to the Teacher/s
- 5. Supporting the curriculum**
- Support the delivery of the Literacy and Mathematics strategy along with other aspects of both the National Curriculum and the enhanced curriculum offered by the school.
- 6. Supporting the school.**
- assisting with setting up, storing and retrieving and general maintenance of classroom equipment and teaching aids, e.g. computers and computer software, resources, indoor and outdoor play equipment, photographic equipment etc helping to ensure the hygiene of the teaching environment in cases of sickness or soiling
  - administering minor First Aid under the guidance of a qualified person

### **Working with Staff, Parents/Carers and Relevant Professionals**

Share knowledge and understanding of the pupil with other school staff and education, health, and social care professionals, so that informed decision making can take place on intervention, provision and offering.

Develop effective professional relationships with colleagues and communicate effectively with other staff members, pupils, and parents and carers. Keeping other professionals accurately informed about performance, progress, and any areas of concern.

Understand their role to be able to work collaboratively with classroom teachers and other colleagues, including specialist advisory teachers.

Collaborate and work with colleagues and other relevant professionals within and beyond the school.

### **Safeguarding**

Work in line with statutory safeguarding guidance (e.g., Keeping Children Safe in Education) and our safeguarding and child protection policies.

Promote the safeguarding of all pupils in the school.

### **General Responsibilities**

To put all pupils, in the Trust, at the core of all decisions and actions.

To be an ambassador for Palladian Academy Trust.

To uphold the vision, values and ethos which underpin the Trust and support how we work as a single organisation.

Be aware of and support differences and ensure excellent and equitable opportunities so everyone can flourish.

To work flexibly as required.

Contribute to the overall ethos/work/aims of Palladian Academy Trust.  
Participate, support, and comply with Trust arrangements for responding to emergencies and/or business interruptions.

Establish constructive relationships and communicate with other professionals.  
Attend and participate in relevant meetings at schools and other events as required.

Drive and participate in training and other learning activities and performance development as required.

Recognise own strengths and areas of expertise and use these to advise and support others within the organisation.

To be a reflective practitioner who is active in the pursuit of their own professional development.

### **Professional Development**

Undertake appropriate and agreed continued professional development through The National College and required Trust/School Development Days as required.

### **Team working and Collaboration**

Participate in any relevant meetings/professional development opportunities both at the school and across the Trust, which is relatable to the responsibilities of your role.

*Notwithstanding the details in this job description, in accordance with the flexibility policy, the job holder will undertake such duties, across the academy, as maybe determined by the Governance Lead from time to time up to or on a level*

*consistent with the principal responsibilities of the job. Postholders are expected to undertake other duties and responsibilities relevant to the nature, level and scope of the post and the grade has been established on this basis.*

### **Expectations**

As appropriate to the postholder's duties must be carried out in compliance with the following:

- Trust Policies
- Code of Conduct
- Charitable Financial Regulations Health and Safety at Work Act (1974) (and subsequent Health and Safety legislation)
- To work flexibly as required
  1. To maintain confidentiality of the Trust's affairs
  2. To work at all times within Code of Conduct, GDPR and the Safeguarding Policy
  3. Participate, support and comply with Trust arrangements for responding to emergencies and/or business interruptions.
  4. To put all children, in the Trust, at the core of all decisions and actions
  5. To be an ambassador for Palladian Academy Trust
  6. To uphold the vision, values and ethos which underpin the Trust and support how we work as a single organisation.

### **Safeguarding Statement**

The Palladian Academy Trust is committed to safeguarding and promoting the welfare of children and young people and expects all staff and volunteers to share this commitment. All short-listed candidates will be subject to the appropriate online checks and Google searches as part of our recruitment process. Your suitability to work with children and young people will form part of the selection process.

The successful applicant will, in accordance with statutory guidance, be subject to a comprehensive and robust pre-employment checking process. Prior to appointment Palladian Academy Trust will apply for an enhanced DBS check plus a further check against the appropriate barred list, references from current and previous employers, health screening, and the right to work in the UK.

Signed:  
**Line Manager**

Signed:  
**Teaching Assistant**

Date:

Date:

## PERSON SPECIFICATION

### Skills

	Essential	Desirable
<b>Qualifications</b>	GSCE (or equivalent) passes in Maths and English at least Grade C or Grade 4 or other qualification related to the role.	Relevant qualifications for working with children. Current First Aid certificate
<b>Experience</b>	Recent experience of working within the primary age range. Experience of working with children, including those with Special Educational Needs in a variety of contexts.	Experience in adapting and supporting learning for individuals and small groups of pupils with ASC.
<b>Knowledge and Understanding</b>	Understanding of the ways in which children learn. Knowledge of the variety of subjects which may be encountered in a Infant School. An understanding of strategies to support students with social/emotional needs.	High level of skill in Literacy and Numeracy. Awareness of current initiatives in primary education such as THRIVE, Forest School, ELSA, Makaton, Nurture, Keeping Children Safe in Education 2022. Understands how play develops children's learning and communication.
<b>Professional Qualities</b>	Ability to work with, and under the direction of class teacher. Ability to quickly become a member of a working team. Ability to work independently as necessary. Good interpersonal skills with proven ability to communicate clearly with children, colleagues, and parents. Ability to support pupils on an individual basis, within a group or as a whole class. Ability to provide verbal and written assessment of pupil progress to support teachers planning.	Willingness and desire to follow- up specific issues associated with individual children's needs through further training and study.

### Personal Qualities

The post holder will:

Be patient and show perseverance.

Show initiative and problem solve.

Be highly organised and work flexibility.

Possess a genuine concern for and understanding of children, understanding, and celebrating individual differences.

Have a positive approach to change, with a willingness to listen and consider others.