

Job Description

Birmingham Diocesan Multi-Academy Trust is committed to safeguarding and promoting the welfare of children and young people and requires all staff to share this commitment. This post is subject to safer recruitment measures, including a DBS check.

Job Title: Teaching Assistant

Reporting to

Responsible for

Overview

To support the school in delivering high quality education that meets the needs of all pupils.

Core purpose

- To support teaching staff in the development and education of pupils including the provision of specialist skills as appropriate.

Specific responsibilities

Support for Pupils

- Support the activities of individuals or groups of children. Participate in the education of children, including contributing to their health and well-being
- Support children with special needs (if appropriate to the focus of the role) for example sensory and/or physical impairment, cognition or learning difficulties behavioural, emotional and social development needs, communication and interaction difficulties
- Dealing with the personal care needs of children where appropriate in line with the guidance of the local authority
- Support for Gifted and Talented pupils

Support for the teacher(s)

- Provide support for learning activities by
 - Supporting the teacher in the planning and evaluation of learning activities
 - Supporting the delivery of learning activities
- Support in organising effective learning environments and maintaining appropriate records

- Support literacy and numeracy activities in the classroom
- Support the maintenance of pupil safety and security
- Contribute to the management of pupil behaviour by
 - Promoting school policies with regard to pupil behaviour
 - Supporting the implementation of strategies to manage pupil behaviour
- Undertake routine marking in line with school policy
- Provide clerical/admin. support, eg., photocopying, collecting money, administer coursework

Support for the school

- Provide support to colleagues
- Develop own effectiveness in a support role

Support for the curriculum

- Support the use of information and communication technology in the classroom
- Work as required across the curriculum and in all Key Stages within the school as appropriate to their training and experience.

Safeguarding and School Values

- Individuals have a responsibility for promoting and safeguarding the welfare of children and young people he/she is responsible for or comes into contact with.
- To ensure their tasks are carried out with due regard to Health and Safety
- To participate in appropriate professional development including adhering to the principle of performance management.
- To adhere to the ethos of the school
- To promote the agreed vision and aims of the school
- To set an example of personal integrity and professionalism
- Attendance at appropriate staff meetings and parents evenings within working hours
- Any other duties as commensurate within the grade and nature of the post in order to ensure the smooth running of the school

General

- Support the overall Christian ethos of the Trust
- Be a part of the BDMAT Central Team/School Team



- Be familiar and comply with all relevant health and safety, operational, personnel, safeguarding, data protection GDPR and financial regulations, policies and procedures.
- Ensure equality of opportunity is afforded to all persons both internal and external to the Trust, actively seeking to eliminate any direct or indirect discriminatory practices/behaviour.
- Commitment to own continuous professional development.
- Operate as directed within any setting across and beyond the BDMAT, mindful of the post-holder's life-work balance.
- Willingness to work flexibly, sometimes outside of normal core hours, in response to service demands.
- Maintain the confidentiality of information acquired in the course of undertaking duties.

As a term of your employment you may reasonably be expected to perform duties of a similar or related nature to those outlined in the job description.

This job description will be reviewed and updated periodically in order to ensure that it relates to the job performed. The work of all MATs and schools change and develop continuously which in turn, requires employees to adapt and adjust. The functions/responsibilities above should not therefore be regarded as immutable, but may change commensurate with the grading of the post. In these circumstances it will be the aim to reach agreement on reasonable changes, but if agreement is not possible management reserves the right to make changes to the job description following consultation. Any major changes will involve discussion and consultation, which if wished, may involve a Trade Union/Professional Association representative.

Person Specification

Knowledge/Qualifications and Experience	Essential	Desirable
Hold a suitable recognised L2 qualification	*	
Experience		
Experience of Working with Children	*	
Experience of supporting children in Literacy, Numeracy and working with SEN groups and individuals		*
Using ICT effectively	*	
Knowledge of policies and codes of practice/legislation		*
Skills and Abilities		
A good understanding of child development and learning processes	*	
The ability to follow instructions from the teacher and also to be able to work independently	*	
To make effective contributions to the team as appropriate	*	

Ability to deal positively with children and parents		*
Ability to manage behaviour effectively	*	
Ability to implement assessment for learning under the guidance of the teacher		*
Show initiative and work independently	*	
Ability to follow and promote policies and procedures	*	
Excellent interpersonal skills and a track record of establishing and promoting effective working relationships	*	
Clear and persuasive communication skills, written and oral, including the ability to negotiate effectively	*	
Excellent organisational skills, with the ability to plan and balance priorities, maintaining high standards while working accurately and effectively	*	
Customer focused attitude and proven ability to deliver service improvement and work to deadlines	*	
Enthusiastic, motivated and committed	*	
Ability to work as part of a team understanding BDMAT and schools' roles and responsibilities and your own position within these	*	
Commitment to Equal Opportunities	*	
Proactive, positive and resilient	*	
Willingness to work within the Christian framework of BDMAT	*	

