

SUPPORT STAFF
JOB DESCRIPTION

ROLE TITLE	Teaching Assistant
CONTRACTED HOURS	25 hours per week / 38 weeks per year
LOCATION	Coupals Primary Academy
GRADE / SCALE POINT – SALARY	Grade 2 (below bar)
REPORTING TO	Headteacher

INTRODUCTION

All Unity Schools Partnership schools embrace a strong set of values which ensure that pupils learn how to take their place in modern Britain. Every member of staff is required to uphold and promote the values of the Trust in every aspect of their work performance.

JOB PURPOSE

To support pupils to raise their level of educational attainment and to develop social skills and understanding. To support pupils to learn as effectively as possible both in group situations and individually.

KEY TASKS & RESPONSIBILITIES

Support for Pupils:

1. Under the teacher's instruction;
2. Undertake a range of routine tasks to support learning, e.g. Listening to reading, discussing stories etc.;
3. Mark pupils' work, as appropriate, maintaining basic records;
4. Clarify and explain instructions;
5. Motivate and encourage pupils as required;
6. Undertake basic first aid and administer medication in accordance with the relevant school policy and procedure.
7. As appropriate, look after sick/upset pupils and attend to physical needs;
8. Support learning and development by accompanying and working with pupils outside the classroom on trips, visits and other activities under the instruction of the class teachers.
9. Be able to provide regular 1 to 1 support for pupils with special educational needs.
10. Undertake a range of routine tasks to support learning e.g. listening to reading, discussing stories etc.
11. Assist an individual pupil, or a small group of pupils, some of whom may have Special Educational Needs.
12. Provide necessary support to individuals and groups, following advice from the class teacher, the SENDCo and Local Authority advisory staff (making adaptations to provision following LA reports and advice).
13. As appropriate, look after sick/upset pupils and attend to physical needs.

Support for Teachers

1. Liaise with the class teachers, to ensure clear understanding of tasks and responsibilities and how these will be operated in practice to promote the best outcomes for pupils;
2. Maintain a purposeful, orderly and supportive environment for learning;
3. Assisting the class teacher in supporting pupils, enabling access to the curriculum;

4. Assist the class teacher in preparation of resources and displays;
5. Support and assist the class teacher in maintaining good order and discipline in the classroom and around the school, by actively engaging with pupils to positively promote and enforce the school's behaviour policy;
6. Observe pupil learning and support this learning in the light of observations;
7. Monitor pupil's performance, providing regular feedback about the child to the teacher;
8. Act on the teacher's assessments to carry out further support work with pupil;
9. Maintain basic pupil records;
10. Assist teaching staff to ensure that aims and objectives of the school are achieved.
11. Supervise pupils on the playground and elsewhere on the school site and premises as required as part of the school's agreed duty rota;

Team Working and Personal Professional Development

1. Attend and participate in curriculum planning meetings (after school as required)
2. Keep up-to-date with school policies and procedures;
3. Liaise, advise and consult with other members of the staff team, supporting children when asked to do so;
4. Attend relevant in-service training;
5. Undertake tasks to support the curriculum and assist with events organised as part of the curriculum;
6. Support implementation of Government initiatives under the instruction of line manager.

Health, Safety and Wellbeing

1. Follow Health and Safety procedures at all times, particularly with regard to pupil safety and that of staff colleagues;
2. Refer pupils to a school paediatric first aider or the Principal ensuring that the class teacher is aware;
3. Be aware of and maintain full understanding of procedures to follow in the event of an emergency;
4. Keep up-to-date with and follow, Safeguarding / Child Protection procedures.

SAFEGUARDING

Unity Schools Partnership is committed to safeguarding and promoting the welfare of children and young persons at all times. The Teaching Assistant, under the guidance of Class Teacher, will be responsible for promoting and safeguarding the welfare of all children with whom he/she comes into contact, in accordance with the Trust's and the School's Safeguarding policies.

The post holder is required to obtain a satisfactory Enhanced Disclosure from the Disclosure and Barring Service (DBS).

GENERAL

1. Actively contribute to and promote the overall ethos and values of the School and the wider Trust.
2. Participate in training and other learning activities and performance development as required.
3. Maintain consistent high standards of professional conduct, tact and diplomacy at all times in dealings with pupils, parents, staff colleagues, external agencies and any other visitors to the school or wider Trust.

4. Maintain absolute confidentiality and exercise discretion with regard to staff / pupil information and the Trust's business at all times.
5. Act as an ambassador for the School and the wider Trust within the local community and beyond, ensuring that the ethos and values of the Trust are promoted and upheld at all times.
6. Undertake any other reasonable tasks and responsibilities as requested by the line manager or a member of the Senior Leadership or Trust Executive Leadership Teams which fall within the scope of the post.

PERSON SPECIFICATION

CRITERIA	ESSENTIAL	DESIRABLE
KNOWLEDGE		
Technical or Specialist	<ul style="list-style-type: none"> Knowledge and use of a range of classroom equipment. 	<ul style="list-style-type: none"> Experience of working with pupils. Basic knowledge of first aid
Literacy and Numeracy	<ul style="list-style-type: none"> Ability to read and understand instructions Ability to complete basic paperwork 	
Organisational		<ul style="list-style-type: none"> Knowledge of school policies and procedures
Research	<ul style="list-style-type: none"> Assist teacher with information gathering and resources as appropriate 	
Problem Solving	<ul style="list-style-type: none"> Ability to recognise and resolve or report problems. 	
Creative Thinking	<ul style="list-style-type: none"> Assist teacher in creating a positive learning environment 	
Planning	<ul style="list-style-type: none"> Organised and methodical approach to admin tasks Ability to manage and coordinate projects and in-house events 	
Interpersonal and Communication		
Caring Skills	<ul style="list-style-type: none"> Sensitivity to pupils' needs 	
Advising/ guiding	<ul style="list-style-type: none"> Advising and guiding pupils on the best way to handle situations, under the teacher's direction 	
Verbal and written	<ul style="list-style-type: none"> Ability to communicate clearly. Ability to encourage participation and give feedback to pupils 	
Physical		
Keyboard	<ul style="list-style-type: none"> Ability to use ICT to advance pupils' learning and ability to use ICT tools for own benefit. 	
Manual Skills	<ul style="list-style-type: none"> Use of craft knives, glue guns etc when displaying work or assisting pupils in practical lessons. Help pupils to use tools and equipment as required to support learning. 	

Levels of Autonomy	<ul style="list-style-type: none">• Work is covered by set policies and procedures.• Able to work with small groups of pupils when carrying out specific tasks or on field trips etc• Able to supervise larger numbers of pupils when on duty break/lunchtime.• Able to make decisions on when to refer queries/problems to teaching staff or line manager	
---------------------------	---	--

