



# JOB DESCRIPTION

Job Title:

**TEACHING ASSISTANT**

Location:

**INGOLDSBY ACADEMY**

## **Job Purpose:**

Essential to role:

- to work under the instruction/guidance of teaching/senior staff to undertake work/care/support programmes,
- to enable access to learning for pupils and to assist the teacher in the management of pupils and the classroom. Work may be carried out in the classroom or outside the main teaching area.
- To facilitate the safe arrival of pupils in the morning
- To support management of pupils during break times

Potential extension to role:

- to run after school clubs
- to cover wrapround provision

## **Background:**

Ingoldsby Academy is a small rural primary school close to Grantham, Bournes and Sleaford.

We are committed to providing an environment where staff and pupils can grow and thrive. "Staff and pupils show kindness and care to each other in abundance." OFSTED.

The David Ross Education Trust (DRET) is a network of academies with a geographical focus on Northamptonshire, Leicestershire, Lincolnshire, Yorkshire/Humberside, and London.

Our aim is to be the country's leading academy chain, committed to delivering the highest educational standards alongside an unrivalled package of sporting and cultural enrichment.

## **Reporting To:**

Mrs M Capes/ Mrs Glendinning - Principal/ Assistant Principal

**Hours and  
Salary:**

32 to 34 hours per week NJC 3,  
FTE £22,737, (Pro Rata £16977.60- £18058.70)

# KEY RESPONSIBILITIES AND ACCOUNTABILITIES

## MAIN DUTIES AND RESPONSIBILITIES

Ingoldsby Academy is looking for a teaching assistant to:

- ★ work with pupils across the school in a variety of lessons including phonics
- ★ supervise the gate in the mornings.
- ★ support during breaktimes
- ★ run an after school club

## MAIN AREAS OF RESPONSIBILITY AND ACCOUNTABILITY

- ★ Establishes constructive relationships with the pupil and interacts with them according to their needs.
- ★ Promote our approach to behaviour management and our systems.
- ★ Promotes the inclusion and acceptance of all pupils.
- ★ Encourages pupils to interact with others and engage in activities led by the teacher.
- ★ Accompany the child to other sites/settings as and when required.

## KNOWLEDGE/SKILLS/EXPERTISE

- ★ Sets challenging and demanding expectations and promotes self-esteem and independence.
- ★ Provide feedback to pupils in relation to progress and achievement under guidance of the teacher.
- ★ Is aware of and complies with policies and procedures relating to child protection, health, safety and security, confidentiality and data protection, reporting all concerns to an appropriate person.
- ★ Potentially lead a club in an area of interest/ passion

## ACADEMY LEVEL

- ★ Is aware of and supports difference and ensure all pupils have equal access to opportunities to learn and develop.
- ★ Contributes to the overall ethos/work/aims of the school.
- ★ Appreciates and supports the role of other professionals.
- ★ Accompanies teaching staff and pupils on visits, trips and out of school activities as required and takes responsibility for a group under the supervision of the teacher.

## PERFORMANCE MANAGEMENT

- ★ We are committed to developing our staff and supporting them in achieving their career goals.
- ★ Participates in training and other learning activities and performance development as required and attends and participates in relevant meetings as required.

# PERSON SPECIFICATION

Your application will be reviewed against the essential and desirable criteria listed below.

Applicants are strongly advised to explicitly state and evidence how they meet each of the essential (and desirable) criteria in their application. Stages of assessment are as follows:

1 - Application

2 - Test/Presentation

3 - Interview

	Essential	Desirable	Assessed
<b>Qualifications and Professional Development</b>			
★ NVQ 2 for Teaching Assistants or equivalent qualifications or relevant experience working with children.	√		
★ GCSE Grade A - C English and Maths	√		
<b>Experience</b>			
★ Experience working with primary aged pupils	√		
★ Use of other equipment technology - video, photocopier	√		
★ Understanding of relevant polices/codes of practice and awareness of relevant legislation		√	
★ Experience of working with children with special educational needs.		√	
<b>Skills and Knowledge</b>			
★ Ability to form and maintain appropriate relationships and personal boundaries with children and young people.	√		
★ Willingness to undertake training/ coaching opportunities	√		
★ Good numeracy/literacy skills.	√		
★ Effective use of ICT to support learning.	√		
★ Knowledge of the 11+ test or an area that you are passionate about and could add to our enrichment programme		√	
★ Training in the relevant learning strategies such as Read Write Inc		√	
<b>Personal Qualities and Ethos</b>			

★ Motivation to work with children and young people.	√		
★ Caring/training/communication/persuasive/motivating/counselling skills.	√		
★ Ability to self-evaluate learning needs and actively seek learning opportunities	√		
★ Ability to relate well to children and adults	√		
★ Work constructively as part of a team, understanding classroom roles and responsibilities and your own position within these	√		
Equal Opportunities			
★ A commitment to promoting equality and diversity, providing an inclusive and co-operative environment in which all students and individuals working for and on behalf of the organisation feel respected and able to give of their best.	✓		
Safeguarding			
★ Committed to promoting the welfare of all children and creating a safe environment in which children can learn; considering, at all times, what is in the best interests of the child.	✓		
★ Play an important part in the wider safeguarding of children - identifying concerns, sharing information and taking prompt action to safeguard and protect them.	✓		
★ Aware that the Trust will take all steps to prevent those who pose a risk of harm from working with children. Recruitment procedures ensure rigour in identifying and rejecting people who might abuse children.	✓		
Health and Safety			
★ Aware of Health & Safety and Safeguarding as appropriate to role	✓		

*Whilst every effort has been made to explain the main duties and responsibilities of the post, each individual task undertaken may not be identified.*

*The duties of this post may vary from time to time without changing the general character of the post or level of responsibility entailed.*

*The Academy 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.*

*This Job Description is current at the time of printing but will be reviewed on an annual basis and, following consultation with you, may be changed to reflect or anticipate changes in the job requirements which are commensurate with the job title and grade.*

*The David Ross Education Trust is committed to safeguarding and promoting the welfare of children and applicants must be willing to undergo vetting appropriate to the post, including a social media presence check and Enhanced DBS check. The successful applicant will be expected to adhere to all safeguarding, welfare and health and safety policies and procedures of the Trust.*

**All pre-employment checks are in line with "Keeping Children Safe in Education" statutory guidance.**