



Job Description

Job Title:	Teaching Assistant
Pay Scale:	<p>Either Outer London NJC Scale 3/4 (scale points 5-10) or Scale 1C3 (scale points 2-6) depending on qualifications and experience</p> <p>OR</p> <p>Surrey PS3 (scale points 2-3)</p>
Reports to:	Class Teacher
Main purpose of the post:	
To assist in the delivery of the provision, needs (special educational), care and supervision of pupils	
Employment Duties:	
This job description is to be carried out in accordance with Trust policies and the provisions of the employee contract.	
Key Tasks and Activities:	
<p>Professional Duties Teaching Assistants are employed under the direction of the Principal and appropriate class teacher to assist in the care and supervision of pupils in Foundation Stage or Key Stage 1 or 2.</p> <p>The duties of Teaching Assistants:</p> <p>A. Supporting the Pupil Welfare</p> <ol style="list-style-type: none"> 1. To assist with the care and well-being of pupils e.g. dressing and toileting (including cleaning up any mess where necessary). 2. To greet pupils on arrival at school and prepare them to go home at the end of the session. 3. To be involved with teaching staff in medical and social problems of individual pupils 4. To have knowledge of and coping with children with particular difficulties e.g. Anxious children, special educational needs and disabilities 5. To carry out a child's health care plan (education, social, behaviour and personal) 6. To administer simple first aid 7. To assist the children when required to access areas of the school e.g. Cloakrooms, to ensure the children's safety 	



8. To support pupils' development and promote independence in a safe, secure, challenging environment employing strategies to recognise and reward achievement
9. To work within the school behaviour policy to anticipate and manage behaviour constructively, promoting self-control and independence

B. Supporting the Teacher

Activities

10. To be involved in the planning, preparation and supervision of all class activities
11. To be competent in the use of IT to support children and teacher in it class activities
12. To organise pupils in activity and work groups where appropriate
13. To work with small groups of pupils
14. To take charge of outdoor play activities and assist with playground games at play times
15. To clear up classrooms and play areas with pupils at the end of the session
16. To take part in out of school activities
17. To take some responsibility for display work both in the classroom and corridors.
18. To give such help as may be required by the teacher in charge to diploma students and student etc
19. To promote the inclusion and acceptance of all pupils within the classroom
20. To participate in pupils' play and extend and stimulate language through conversation
21. To assist teacher in charge with the care and well-being of pupils e.g. Dressing and toileting and cleaning up when ill i.e. sick
22. Occasional supervision of the class in the course of short term absences of teachers and to provide cover for PPA time, focusing on maintaining good order and to keep pupils on task under the guidance of teaching staff and within an agreed system of supervision
23. To undertake marking of pupils work in line with the school marking policy

Equipment and Materials

24. To prepare classrooms and activity areas for daily use as directed by teacher in charge or Headteacher
25. To ensure that books, stationery and materials are available for use
26. To set up indoor and outdoor equipment once any appropriate training has been given and to carry out appropriate checks to ensure that equipment is safely assembled
27. To maintain and clean classroom equipment where appropriate

C. Supporting the School

28. Where appropriate, to develop a relationship to foster links between home and school
29. To liaise, advise and consult with other people supporting the pupil/s when asked to do so
30. To contribute to reviews of the pupils progress, especially termly reviews
31. To attend relevant professional development
32. To be aware of school procedures and to follow the aims and policies of the school.
33. To communicate effectively to staff, parents and pupils.
34. To keep accurate records of pupils work and achievements, when requested
35. To contribute to the whole school ethos, environment and organisation both practically and as a positive role model for pupils and colleagues
36. Staff may also supervise whole classes (with a colleague if requested) during the short term absence of teachers (e.g.1 session) and to provide cover for ppa time if required. The primary



focus will be to maintain good order and to keep pupils on task. In providing cover supervision teaching assistants will need to respond to questions and generally assist pupils to undertake set activities

37. To promote the policies and ethos of the school and to promote positive values, attitudes and good pupil behaviour, dealing promptly with conflict and incidents in line with established policy and encouraging pupils to take responsibility for their own behaviour

38. To attend staff meetings as required

39. To treat all information relating to a pupil as strictly confidential, and to be aware of and comply with school policy and practice, receiving training where necessary from the school

40. To attend relevant courses and learning activities in order to update knowledge as required

41. To take part in the school's performance management system

Any other tasks as directed by the Principal which fall within the remit of the post. This job description may be amended at any time after consultation with the member of staff.

General Information:

Equality of Opportunity	<ul style="list-style-type: none"> As a member of Trust staff, to take individual and collective professional responsibility for reinforcing and promoting a working environment free from discrimination, victimisation, harassment and bullying.
Confidentiality and Data Protection	<ul style="list-style-type: none"> To treat all information acquired through employment, both formally and informally, in strict confidence. To be aware of the school's responsibilities under the General Data Protection Regulation 2018 for the security, accuracy and relevance of personal data held on such systems and ensure that all processes comply with this.
To contribute as an effective and collaborative member of the School team	<ul style="list-style-type: none"> Any other duties as reasonably required by any manager of the school. Participating in the ongoing development, implementation and monitoring of the school development plan. Attend regular meetings as required and make a positive contribution during meetings.
Child Protection	<ul style="list-style-type: none"> Being aware of and complying with policies and procedures relating to child protection reporting all concerns to an appropriate person.

As decisions will be based on the criteria outlined below, criteria should be addressed on the application form and/or statement of application. Criteria will be further tested later in the process through observation and interview. When completing your statement of application you should ensure that you provide supporting evidence of how you meet the criteria through reference to work or other relevant experience. To carry out the responsibilities of this post effectively, the teaching assistant will require the following qualifications, knowledge, skills, experience and qualities.

Training and Qualifications

1. It is desirable that applicants hold a level 3 diploma or equivalent in a relevant qualification in supporting teaching and learning in school



Knowledge and Skills

2. Up to date knowledge and expertise in the Foundation Stage/ Key Stage 1 / Key Stage 2 and supporting children in class and in the school
3. Knowledge of SEN Code of Practice
4. A record of attendance at recent and relevant In Service training
5. An understanding of how children learn
6. Experience of supporting the teacher with a variety of activities in the class
7. To be familiar with and able to put into practice safeguarding policies and procedures.
8. An understanding of safeguarding

Experience and Interests

9. Experience of supporting children in the Foundation Stage, Key Stage 1 or Key Stage 2
10. An ability to liaise and communicate effectively with a variety of adults and children
11. A commitment to provide a broad, balanced curriculum to meet the needs of all the children

Personal Qualities

12. A concern and understanding for children
13. The ability to establish good relationships
14. The ability to use initiative when necessary
15. An awareness of Equal Opportunities
16. Qualities of sensitivity, humour, enthusiasm, thoroughness and confidentiality
17. Qualities for working in a team

Agreed by: Date

This job description may be amended at any time after consultation with the post holder.

This job description is a broad overview of the post. It is not an exhaustive list of all possible duties, and it is recognised that jobs change and evolve over time. Consequently, this is not a contractual document and the post holder will be required to carry out any other duties that are necessary to fulfil the purpose of the job.

LEO Academy Trust is committed to promoting equality of opportunity for all staff. We aim to create a supportive and inclusive working environment in which all individuals are able to make best use of their skills. We do not discriminate against staff on the basis of age; race; sex; disability; sexual orientation; gender reassignment; marriage and civil partnership; pregnancy and maternity; religion, faith or belief (Equality Act 2010 protected characteristics). The principles of non-discrimination and equality of opportunity also apply to the way in which staff treat visitors, volunteers, contractors and former staff.

Employees working in any role that requires them to communicate with pupils, parents, guardians, staff and / or members of the community, must be able to speak fluent English to enable the effective performance of the role and to ensure that they are able to abide by their safeguarding responsibilities.

LEO Academy Trust is committed to safeguarding and promoting the welfare of children and expects all staff and volunteers to share this commitment.



This post is exempt from the Rehabilitation of Offenders Act 1974 and the amendments to the Exceptions Order 1975, 2013 and 2020. All employees of the Trust are deemed to be in regulated activity with children and as such, all offers of employment are subject to an Enhanced DBS check amongst other checks as appropriate.