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| <b>JOB TITLE</b>                         | Teaching Assistant   |
| <b>EMPLOYER</b>                          | University of Brighton Academies Trust   |
| <b>LOCATION (Academy)</b>                | Pound Hill Infant Academy  |
| <b>RESPONSIBLE TO</b>                    | Principal  |
| <b>SALARY</b>                            | Grade 3 (WS Grade)   |
| <b>MAIN PURPOSE OF THE JOB</b>           | <p>To work effectively as part of the Academy team, providing a stimulating and caring environment for children.</p> <p>To assist class teachers to provide a high standard of care and education to all pupils.</p> |
| <b>MAIN TASKS / KEY RESPONSIBILITIES</b> |  |
| <b>1</b>                                 | To plan, prepare and participate in a range of activities that promote each child's physical, intellectual and emotional needs to enable each child to progress in their learning.                                   |
| <b>2</b>                                 | To implement activities for all pupils and for key groups which encourage linguistic and social interaction between the pupils and their parents/carers.   |
| <b>3</b>                                 | To support class teachers, and other practitioners when required, in the implementation and evaluation of pupil's learning and progress.   |
| <b>4</b>                                 | To complete regular marking to track, assess and monitor pupil's progress and to plan for next steps in learning, alongside the class teacher.   |
| <b>5</b>                                 | To help pupils acquire independent learning and self-care skills such as social skills.  |
| <b>6</b>                                 | To establish positive, professional relationships with pupils, based on mutual respect.  |
| <b>7</b>                                 | To maintain records and documentation that comply with statutory requirements, and to support class teachers with the completion of such documents.  |
| <b>8</b>                                 | To take responsibility for a key area within the Academy and to support the displays ensuring the environment is high quality for children.  |
| <b>9</b>                                 | To recognise and respond effectively to equal opportunities issues as they arise, including by challenging stereotyped views, and by challenging bullying or harassment, following relevant policies and procedures. |
| <b>10</b>                                | To ensure that everyone is treated as individuals with respect and full consideration, in line with the Equal Opportunities Policy.  |

## Job description

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| 11 | To contribute to the planning of opportunities for pupils to learn in out-of-school contexts, in accordance with school policies and procedures and accompany teachers and pupils on educational visits and trips as required.   |
| 12 | To attend parent's evenings/open days/academy events as required. This may include out of hours educational visits, summer fayres etc.   |
| 13 | To have high expectations of all pupils, respecting their social, cultural, linguistic, religious and ethnic backgrounds, and be committed to raising their educational standards.   |
| 14 | To promote the acceptance and inclusion of the children with SEND, encouraging children to interact with each other in an appropriate and acceptable manner.   |
| 15 | To promote positive values, attitudes, social skills and good pupil behaviour, dealing promptly with conflict and incidents in line with established policy and encourage pupils to take responsibility for their own behaviour. |
| 16 | To help ensure that the Academy meets health and safety plus hygiene requirements and to report any issues to a senior member of staff.  |
| 17 | To adhere to the safeguarding policies, especially the Code of Conduct, retaining confidentiality regarding all matters, including those linked to home, pupils and members of staff.  |
| 18 | To undertake playground / lunchtime supervision as required.   |
| 19 | To keep up to date with developments in education through regular training as appropriate.   |
| 20 | To attend staff briefing and CPD opportunities, including INSET days and any other meetings as appropriate.  |

**This Job Description is correct at the time of print and gives the main responsibilities and tasks of the role. These may however be changed or added to as appropriate.**

**There may also be the need for staff to undertake additional duties from time to time, appropriate to the level of the post. Should these additional tasks become a frequent part of the role; the job description will be revised through consultation with the post holder.**

### Additional Information

- All Support Staff posts within the Academy are subject to a six month probationary period
- This post is subject to an Enhanced Criminal Record Check
- This post is exempt from the Rehabilitation of Offenders Act (1974) – applicants must be prepared to disclose all criminal convictions and cautions including those that would otherwise be spent under the Act.

**The University of Brighton Academies Trust is committed to safeguarding and promoting the welfare of children and young people, and expects all staff and volunteers to share this commitment.**

January 2021

### PERSON SPECIFICATION

#### Knowledge and Experience

- 1.1 NVQ 3 in Childcare and Education or relevant equivalent.
- 1.2 GCSE A-C passes in English and Maths or equivalent.
- 1.3 A good understanding of children's development, their learning and how the curriculum works.

#### Skills and Abilities

- 2.1 Ability to follow instructions or work on own initiative as necessary
- 2.2 Ability to demonstrate active listening skills and communicate effectively with pupils, parents, carers and other professionals
- 2.3 Ability to keep accurate records
- 2.4 Ability to implement high health and safety standards and implement all Academy policies
- 2.5 Ability to work effectively as part of a team
- 2.6 Ability to establish positive relationships with children.
- 2.7 To possess ICT skills for own use and with the children.
- 2.8 Ability to maintain confidentiality on all Academy matters.
- 2.9 Ability to empathise with the needs of children and their families

#### Personal Qualities

- 3.1 A commitment to giving children and families the opportunity to reach their full potential.
- 3.2 A commitment to Equal Opportunities and Inclusion.
- 3.3 Willingness to participate in further training and developmental opportunities offered by the Academy and county, to further knowledge.
- 3.4 A commitment to continuing professional development.
- 3.5 A commitment to own presentational skills.
- 3.6 To be able to work under pressure and manage own timekeeping well.

#### Desirable Criteria

- 4.1 Experience of working in an educational setting, including with children with a range of special education needs.
- 4.2 Evidence of further recent and relevant training or qualifications

***Pound Hill Infant Academy is committed to safeguarding and promoting the welfare of children and young people and expects all staff to share this commitment. Successful applicants will need to undertake, or currently hold, a DBS enhanced clearance for University of Brighton Academies Trust.***