

**Job Description and Person Specification**

**Post Title:** Teaching Assistant

**Department:** Oakhill Primary Academy

**Reporting to:** Head of School

**Salary within the range:** Grade 2 (30 hours weekly. Term Time plus 5 days. Pro-rata salary)

**Start Date:** 6th November 2023 (Maternity cover - Temporary until 19th July 2024)

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**Responsibilities**

Supporting Pupils

- i) Supervise and provide particular support for pupils, including those with special needs, ensuring their safety and access to learning activities
- ii) Assist with the development and implementation of Individual Education/Behaviour Plans and Personal Care Programmes
- iii) Establish constructive relationships with pupils and interact with them according to individual needs
- iv) Promote the inclusion and acceptance of all pupils
- v) Encourage pupils to interact with others and engage in activities led by the teacher
- vi) Set challenging and demanding expectations and promote self-esteem and independence
- vii) Provide feedback to pupils in relation to progress and achievement under guidance of the teacher
- viii) Support pupils in accessing learning activities under the guidance of the teacher

Supporting the Teacher:

- i) Create and maintain a purposeful, orderly and supportive environment, in accordance with lesson plans and assist with the display of pupils' work
- ii) Use strategies in liaison with the teacher to support pupils to achieve learning goals
- iii) Assist with the planning of activities
- iv) Monitor pupils responses to learning activities and accurately record achievement and progress as directed
- v) Provide detailed and regular feedback to teachers on pupil achievements, progress, problems etc.
- vi) Promote good pupil behaviour and ensure health and safety at all times, dealing promptly with conflict and incidents in line with established policy and encourage pupils to take responsibility for their own behaviour.
- vii) Establish constructive relationships with parents/carers
- viii) Administer routine tests and invigilate exams and undertake routine marking of pupil's work
- ix) Provide clerical /administrative support e.g.photocopying, typing, filing, money and administer coursework etc.
- x) Timely and accurate preparation and use of specialist equipment/resources/materials as required by staff/curriculum/lesson plans etc.

### Supporting the Curriculum

- i) Undertake structured and agreed learning activities / teaching programmes, adjusting activities according to pupils responses
- ii) Undertake programmes linked to local and national learning strategies e.g. Literacy, Numeracy, KS3 , Early Years, recording achievement and progress and feeding back to the Teacher
- iii) Support the use of ICT in learning activities and develop pupils' competence and independence in its use
- iv) Prepare and maintain equipment/resources required to meet lesson plans / relevant activities and assist pupils in their use
- v) Monitor and manage stock supplies, cataloguing as required
- vi) Maintenance of specialist equipment, check for quality/safety, undertake repairs/modifications within own capabilities and report other damages/needs
- vii) Demonstrate and assist others in safe and effective use of specialist equipment/materials

### Supporting the School

- i) Be aware of and comply with policies and procedures relating to child protection, health, safety and security, confidentiality and data protection, reporting all concerns to an appropriate person in accordance with policy
- ii) Be aware of and support difference and ensure all pupils have equal access to opportunities to learn and develop
- iii) Contribute to overall ethos/work/aims of the school.
- iv) Appreciate and support the role of other professionals
- v) Attend and participate in relevant meetings as required
- vi) Participate in development opportunities and other learning activities and performance development as required
- vii) Assist with the supervision of pupils out of lesson times, including before and after school and at lunchtimes, e.g. clubs, extra curriculum activities.
- viii) Accompany teaching staff and pupils on visits, trips and out of school activities as required and take responsibility for a group under supervision of the Teacher.

### **Standard Duties in all Trust Job Description**

- Show a commitment to diversity, equal opportunities and anti-discriminatory practices
- Show a commitment to ensuring that children and young people learn in a safe environment
- Participate in relevant and appropriate training and development as required.

### **Method of Working**

The Wellspring Academy Trust expects all staff to work effectively and co-operatively as part of a team, delivering high quality support. This requires dealing with people politely and tactfully, and in accordance with Trust guidelines, policies and procedures. Wellspring Team members are expected to respect confidentiality and safeguarding practices at all times.

### **Public Relations**

Considerable importance is attached to the public relations aspect of our work. Members of the Team must project a positive image of the Trust at all times and through all activity.

## **DBS Certificate**

The Wellspring Academy Trust takes its duty to safeguard the young people with which it works seriously.

All Wellspring Team Members are required to undertake a Disclosure and Barring Service (DBS) check.

Wellspring Academy Trust

Person Specification – Teaching Assistant

		Essential / Desirable
Section	Information	
<b>Education and Training</b>		
	2 GCSEs at Grade A-C in English and Maths or equivalent	Essential
	Excellent numeracy/literacy skills	Essential
<b>Experience</b>		
	Relevant Experience	Essential
	Experience working with children of a relevant age in a learning environment	Essential
	Experience working with pupils with additional needs/SEN/Inclusion	Desirable
<b>General and Specialist Knowledge</b>		
	Full working knowledge of relevant policies/codes of practice/legislation	Essential
	Good understanding of child development and learning processes	Essential
	Constantly improve own practice/ knowledge through self-evaluation and learning from others	Essential
<b>Skills and Abilities</b>		Essential
	Ability to relate well to children and adults	Essential
	Work constructively as part of a team, understanding classroom roles and responsibilities and your own position within these	Essential
	Effective use of ICT to support learning	Essential
	Ability to self-evaluate learning needs and actively seek learning opportunities	Essential
	Relevant knowledge of first aid	Desirable
	Understand range of support services/ providers	Essential
<b>Additional Requirements</b>		
	Operate with the highest standards of personal/professional conduct and integrity	Essential
	Willing to work flexibly in accordance with policies and procedures to meet the operational needs of the Trust.	Essential
	Willing to undertake training and continuous professional development in connection with the post.	Essential
	Work in accordance with the Trust's values and behaviours.	Essential
	Satisfactory DBS disclosure to work in an environment dealing with young people	Essential
	Ability to form and maintain appropriate relationships and personal boundaries with children, young people and vulnerable adults	Essential
	A commitment to safeguarding and promoting welfare for all	Essential