

## JOB DESCRIPTION

Job Title	<b>Teaching Assistant</b>
Responsible to	<b>Senior Leadership Team</b>

### **Job Purpose:**

- To work under the guidance and instruction of the teacher and senior staff to undertake work, care and support programmes to enable access to learning for pupils and to assist the class teacher in the management of pupils. Work may be carried out in the classroom or outside the main teaching area.
- Support pupils through the extension of teaching and learning activities during all playground breaks.

### **Key Accountabilities:**

- Promote the learning and personal development of all pupils, including, but not exclusively, those with special educational needs.
- Motivate and encourage pupils by providing levels of individual attention, reassurance and help with learning tasks as appropriate to pupils' needs
- Help to make appropriate resources to support pupils learning activities
- Under the direction of the teacher, carry out and report on systematic observations of pupils to gather evidence of their knowledge, understanding and skills
- Consistently and effectively implement agreed behaviour management strategies
- Where appropriate, to know and apply positive handling techniques
- To know and apply academy policies on Child Protection, Health and Safety, Behaviour, Teaching and Learning and Equal Opportunities.
- To accompany teacher and pupils on educational visits
- To support pupils in developing social skills both in and out of the classroom, including supporting pupils in the dining hall during lunchtimes
- Actively engage with pupils during break times, encouraging them to interact with each other in an appropriate and acceptable manner
- Attend training and professional development sessions

### Safeguarding commitment

STEP Academy Trust is committed to safeguarding and promoting the welfare of children and young people and expects all staff and volunteers to share this commitment. An enhanced DBS check is required for this post.

### Personal Development

Maintain a commitment to your own professional development. Be aware of changing employment legislation, new developments and innovations through the use of publications, internet and other resources. Stay informed about relevant changes and emerging themes within the sector.

### Commitment to Equality and anti-racism

STEP Academy Trust has a strong commitment to achieving equality of opportunity in its services to the community and in the employment of people. It expects all employees to understand, comply with and to promote its policies in their own work, to undertake any appropriate training and to challenge racism, prejudice and discrimination.

### Commitment to Diversity

Take individual and collective professional responsibility for championing the Trust's anti-racism agenda and proactively implementing initiatives which secure equality of access and outcomes. Also to commit to continually developing personal understanding of diversity.

### Green Statement

Seek opportunities for contributing to sustainable development of the Trust, in accordance with the Trust's Green Commitment. In particular, demonstrate good environmental practice such as energy efficiency, use of sustainable materials, sustainable transport, recycling and waste reduction.

### Data Protection

To be aware of the Trust's responsibilities under the Data Protection Act 2018 and GDPR and ensure compliance.

### Confidentiality

You are expected to treat all information acquired through your employment, both formally and informally, in strict confidence.

### Health & Safety

Every employee is responsible for their own Health & Safety, as well as that of colleagues, service users and the public. Employees should co-operate with management, follow established systems of work, use protective equipment where necessary and report defectives and hazards to management.

The post holder may be required to perform other duties, not specifically listed in the Job Description. The particular duties and responsibilities attached to posts may vary from time to time without changing the general character of the duties or the level of responsibility. The job description is not a comprehensive statement of duties but sets out the main expectations of the Trust.



## PERSON SPECIFICATION

**Job Title: Teaching Assistant**

Category	Essential	Desirable	Assessed by: Application Form	Assessed by: Interview	Assessed by: Task
<b>Qualifications &amp; Experience</b>					
Equivalent of at least GCSE grade C in English and Maths	√		√		
NVQ level 2 for Teaching Assistant or equivalent qualification		√	√		
<b>Knowledge &amp; Understanding</b>					
Previous experience working as a teaching assistant or working with groups of children	√		√		
Ability to self-evaluate learning needs and actively seek learning opportunities	√		√	√	
Basic understanding of child development and learning	√		√	√	
<b>Skills &amp; Abilities</b>					
Good numeracy/literacy skills and communication skills.	√		√		
Work constructively as part of a team, understanding classroom roles and responsibilities and your own position within these	√		√		
Confidence in dealing with young people, maintaining discipline and motivation	√		√	√	
Ability to form positive relationships with pupils and staff and understand the needs of pupils	√		√	√	
<b>Personal Skills and Attributes</b>					
First aid training as appropriate.		√	√		
Commitment to supporting and understanding pupils needs.		√		√	
Ability to maintain confidentiality at all times.	√		√	√	
Commitment to safeguarding, equality, diversity and inclusion.	√		√	√	
Ability to respond quickly and effectively to issues that arise.	√		√	√	