

Support Staff Job description

Teaching Assistant

Salary grade: E5

Reporting to: Headteacher & Class Teacher

Functional relationships include: Headteacher, school staff, pupils, parents, senior leadership team (SLT), ELAN central team, local authority (LA), external agencies and volunteers.

Purpose of role

To support, plan, prepare and contribute to the running of a primary school class as directed by the class teacher.

Key responsibilities

- Support learning (using specific area/s of expertise), for a variety of individuals or groups of pupils as directed by the team leader/teachers, jointly planned with the TA. Activity takes place within or outside of the classroom.
- Prepare in collaboration with the designated team, differentiated materials for specified areas in line with plans based on team resources.
- Contribute to the planning, monitoring and assessment cycle for age range/s with the class teacher. Provide systematic assessment feedback to teachers and team leaders. Keep records. Assist and contribute to the writing of individual education plans (IEP) and pastoral support plans (PSP).
- Manage and contribute to pupil support and study groups timetabled outside of lesson time if requested.
- Involvement in liaison with appropriate external agencies and parents and carers as required.
- Deliver elements of lessons planned by or with a teacher to a class or group with varying needs and abilities as/when needed.
- Whole class cover provided on a casual (un-timetabled) basis to maintain order when a teacher has to unavoidably leave the classroom, under abnormal circumstances.
- Carry out such other duties as are required and as are commensurate with the grade of the post.
- Work effectively with teachers, support staff and other professionals, applying own strengths and expertise to contribute positively to the overall aims and objectives of the school.
- Provide effective support for all other members of school staff by sharing own knowledge and expertise in a professional and constructive manner.
- Take an active role in supporting and developing a culture of team working for the benefit of pupils' both individually and collectively, contributing to the development of policies and procedures related to classroom management.
- Participate in staff, team and planning meetings.

- Participate in joint short-term planning with learning support assistants, teaching assistants and teaching staff and be responsible for the preparation of differentiated resource materials in order to meet the needs of individual or groups of pupils.
- Use of initiative to most appropriately support pupils and colleagues in classroom context and beyond. Team leader/teachers to provide support and guidance on a formal and informal basis but the post holder is expected to operate independently within the agreed framework.
- Professional judgment to be applied in relation to pupil learning. School policies and referral procedures must be followed, particularly regarding child protection and safeguarding.
- Provide support to improve levels of inclusion and achievement for pupils with special educational needs and disabilities (SEND) through support for pupils directly and through significant development activity with the team.
- Contribute to the development and maintenance of school policies which encourage positive pupil behaviour and implement agreed behaviour management procedures in the classroom.
- Have an awareness of child protection issues and policies.
- Awareness of the Equality and Equal Opportunities Policy, Dignity at Work Policy and the Staff Code of Conduct, ensuring that at all times that the duties of the post are carried out in accordance with the requirements of these documents.
- Ensure compliance with all health and safety legislation and associated codes of practice and authority policies.
- Ensure compliance with all safeguarding legislation and associated codes of practice and policies (inc. whistle-blowing, safer working practices, anti-bullying etc.)
- Develop and maintain effectiveness as a member of the school staff by taking responsibility for own continuing professional development.
- Demonstrate a willingness to engage with further training and other opportunities to gain appropriate skills, knowledge and vocational or academic qualifications.
- To act as an integral part of the school staff team, and as such to make a professional contribution to the overall aims of the school, working within agreed policies and procedures.

This is not an exhaustive list and some changes to both the job description and duties may occur.

Key skills

Reflecting

- Reflect on personal and professional development.
- Use feedback from all levels of the trust to help improve all areas of your own performance
- Be aware of your own skills of self-management as regards to time and prioritising workload.

Additional duties and information

- To contribute to the ethos and aims of ELAN.
- ELAN is committed to safeguarding and promoting the welfare of children and young people. All staff working within ELAN are expected to share a commitment to doing this. You will be expected to follow and promote the procedures in the safeguarding and child protection policy and report any concerns in accordance with agreed procedures. If your

own conduct in relation to the safeguarding of children and young people gives cause for concern, the trust's safeguarding and child protection procedures will be followed alongside implementation of the ELAN disciplinary procedures.

- To be aware of and understand the ELAN equality and equal opportunities, whistleblowing, ICT, online safety, GDPR and safeguarding and child protection policies ensuring at all times that the duties of the post are carried out in accordance with policy.
- To read and have a thorough understanding of ELAN's staff code of conduct.
- To undertake any duty or responsibility relevant to the trust's needs as required and are commensurate with the grade.

Working relationships and contacts

- To develop and maintain working relationships with other professionals both internal and external.

Skills/qualifications

Please refer to the person specification for full details. Please note all original qualification certificates will need to be presented on the day of interview for verification and production of these certificates' forms part of the conditional offer checks and will be held on your personnel file.

Confidentiality

During the course of your employment you will have access to information of a confidential nature. Under no circumstances may this information be divulged or passed on to any unauthorised person or organisation.

Data protection

During the course of your employment, you will have access to data and personal information that must be processed in accordance with the terms and conditions of the Data Protection Act 1984 and properly applied to pupil, staff and school business/information. You are required to undertake annual GDPR training.

Further information

Probation: This post is subject to a **six month** probation period.

Scale point: All staff start at the first scale point within their salary grade. Annual increments will automatically be awarded on 1st April every year until the top of scale is reached.

Pension: As an equitable employer we align with the Local Government Pension Scheme (LGPS), and as such, the postholder will be automatically enrolled in the Avon Pension Scheme. The trust pays a contribution of salary into the LGPS – this is an additional remuneration benefit.

Person specification

Job title: Teaching Assistant

Qualifications and experience

Essential	Desirable	Measured By
GCSEs Grade 4 or above / A - C or NVQ level 2 in literacy and numeracy.	Teaching Assistant Foundation Degree.	Application form
NVQ/VRQ Level 3 Teaching Assistant Qualification.	Working towards higher level teaching assistant (HLTA) qualification.	
Considerable experience working as a Learning Support Assistant (LSA) at Level 2 in a school.		Application form
Knowledge and understanding of safeguarding procedures and practices.	Experience in the use of safeguarding procedures and working with associated outside agencies.	Application form
Have a strong belief in team work and shared vision and be able to work flexibly within a team.	Occasional attendance at events beyond school hours by prior agreement.	Application form/interview
Sound knowledge and understanding of Child Protection procedures.		Application form/interview
Experienced at building strong relationships, including school teams, parents and community groups.		Application form/interview
Sound knowledge of a specific area of curriculum/ pastoral expertise which they are prepared to further develop within the post.		Application form/interview

Knowledge and skills

Essential	Desirable	Measured By
Competent ICT skills.	Knowledge of subject/school specific software.	Application form/interview
An understanding of basic first aid requirements.	Paediatric first aid qualification.	Application form/interview

Able to deliver specific learning interventions to individual children or groups.	Experience of working with children who have additional needs. Experienced in execution of education support programmes.	Application form/interview
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Personal qualities

Essential	Desirable	Measured By
Have excellent and effective communication skills.		Application form/interview
Good Organisational skills.		Application form/interview
A caring and compassionate demeanour.		Application form/interview
Flexile and adaptable approach.		Application form/interview
Able to use own initiative.		Application form/interview