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| **Teaching Assistant**  **Lake Farm Park Academy** | |
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| **Job Description** | |
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| **Reporting to** | Line manager |
| **Grade** | 2 |
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| **Job Purpose** | |
| Under the direction of the class teacher to work unsupervised with individual or groups of children, including those with significant SEN, to deliver learning support programmes and assist the teacher in the preparation of resources and delivery of the Curriculum. To perform any other duties which reasonably fall within the responsibility areas of the post, which may be allocated by the Principal/Year Leader after consultation with the post holder. | |
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| **Key Accountabilities** | |
| The following list is not intended to be exhaustive but indicates the range of duties and the level of responsibility involved.  **Main Duties and Responsibilities**   * Develops and uses knowledge and skills e.g. literacy, numeracy or science, to contribute to pupil learning; * Assists with the planning, preparation and development of work programmes for groups/individuals. Prepares resources to support a range of learning activities; * Works with small groups or individual pupils to enable learning; * Organises and maintains the learning environment and takes responsibility for aspects of class organisation, administration and display; * Monitors, evaluate and records pupil progress and reports this as directed; * Provides support to the teacher by accompanying pupils on off-site activities; * Works as part of a team to ensure that the wellbeing, behaviour and personal development of pupils enhances their learning opportunities and life skills; * Discusses with the teacher and contributes to curriculum and classroom planning – informally and at meetings; * Maintains confidentiality; * Understands and assists in interpretation of school policies; * Awareness of safeguarding protocol.   **General**   * Maintain confidentiality in and outside the workplace; * Support the implementation of academy policies; * Promote the inclusion and acceptance of all pupils; * Be aware of and understand safeguarding protocol and procedures and the importance of taking appropriate action; * Attend and participate in meetings and training opportunities; * Carry out any other reasonable tasks/duties as required by The Trust in accordance with the needs of The Trust.   This job description may be reviewed at the end of the academic year or earlier if necessary. In addition it may be amended at any time after consultation. | |
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| Confidentiality | | | |
| During the course of your employment you may see, hear or have access to, information on matters of a confidential nature relating to the work of The Park Federation Academy Trust or to the health and personal affairs of pupils and staff. Under no circumstances should such information be divulged or passed on to any unauthorised person or organisation. | | | |
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| **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 2018. | | | |
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| **Safeguarding** | | | |
| In accordance with the commitment of The Park Federation Academy Trust to follow and adhere to the Department for Education guidance entitled “Keeping Children Safe in Education”, it is the individual’s responsibility to promote and safeguard the welfare of children and young people in the Academy. A satisfactory DBS check is required for this post. | | | |

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| **Person Specification** | | |
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| **Criteria** | **Essential** | **Desirable** |
| **Experience & Qualifications** | 1. Experience of working with or caring for school-age children; 2. Good numeracy and literacy skills. | 1. GCSE English and Maths, grade C or above (or equivalent); 2. First Aid qualification. |
| **Skills & Knowledge** | * Ability to relate well to children and adults; * Ability to work constructively as part of a team, understanding classroom roles and responsibilities and your own position within these; * Ability to work successfully with pupils who have special educational needs, including those who have behaviour support needs; * Ability to use basic technology effectively, e.g. computer, video, photocopier. | * An understanding of the beliefs and values of different religious groups. |
| **Personal Qualities** | * Suitability to work with children; * Warmth and enthusiasm; * An ambitious approach to promoting children’s learning; * A personal desire to learn and participate in appropriate training; * Ability to listen and act on advice; * Good communication skills; * Commitment to equal opportunities; * Good organisational skills; * Initiative and flexibility; * Ability to work as part of a team; * Being able to deal calmly with difficulties. |  |