

| Role                       | Grade   | Reports to  |
|----------------------------|---------|-------------|
| Teaching Assistant Level 1 | Grade 2 | Headteacher |

**Main purpose of the job:**

- To support access to learning and provide general support for the school in the management of pupils and resources, as directed by senior staff
- To work collaboratively with all staff and parents in order to support pupil wellbeing and to promote the five outcomes of Every Child Matters

**Key relationships:**

All members of staff (Teaching, Safeguarding team, Pastoral team, SENCO, SLT), students, governors, and parents.

**Please note that whilst this job description gives an indication of the key responsibilities, it is not intended to provide an exhaustive list.**

**Main accountabilities:**

**Support for pupils**

- To work with small groups of children under the supervision of the teacher including the implementation of ILPs.
- Give regular feedback on children's progress to the class teacher and file records.
- Attend to children's personal needs, including pastoral, social, health, physical hygiene, minor first aid and welfare matters.
- Establish good relationships with pupils, taking on role model by presenting a positive personal image and responding appropriately to individual needs.
- Promote the inclusion and acceptance of all pupils.
- Encourage pupils to act independently as appropriate.

**Support for Teachers**

- Provide curricular clerical/admin support, e.g. photocopying, making lists, collection of monies.
- Under the direction of the teacher prepare the classroom for lessons and clear afterwards, including display work as appropriate.
- Undertake pupil record keeping as requested (e.g. provide a written statement on pupil progress to the teacher).
- Support the teacher in managing pupil behaviour, reporting difficulties as appropriate.
- Establish constructive relationships with parents/carers and report on information from parents/carers to the teacher.

**Support for the Curriculum**

- Provide Curriculum / resource support and undertake programmes linked to local and national learning strategies.
- Support the use of ICT in learning activities and develop pupils' competence and independence in its use.
- Prepare and maintain equipment/resources as directed by the teacher and assist pupils in their use.

**Support for the School**

***Prosper Learning Trust is committed to safeguarding and promoting the welfare of children and young people and expects all staff and volunteers to share this commitment.***

- Be aware of and comply with child protection procedures, health and safety and security, confidentiality and data protection, reporting any concerns to the relevant member of staff.
- Maintain high standards of health and safety at all times.
- Maintain good relationships with colleagues and work together as a team.
- Assist in the supervision of classroom and outdoor activities.
- Assist with the supervision of discreet groups of pupils for short periods when the teacher is not present.
- Contribute to the overall ethos/work/aims of the school.
- Be aware of and support difference and ensure all pupils have equal access to opportunities to learn and develop.
- Attend relevant meetings.
- Participate in training, including relevant learning strategies and other learning activities and performance management where required.

**All employees in the Trust are expected to:**

- Support the vision, values and objectives of the Trust and demonstrate a collaborative, team working approach to school and Trust improvement <https://prosperere.org.uk/about-us/vision-values>
- Take appropriate responsibility and action for safeguarding, be aware of confidential issues and maintain as appropriate
- Be aware of and comply with policies and procedures relating to child protection reporting all concerns to an appropriate person
- Promote and act in accordance with the Code of Conduct and all school / Trust policies including the Health and Safety Policy, Equality Policy and Data Protection Policy
- Effectively represent the Trust when liaising with contractors and outside agencies/organisations
- Demonstrate tact and diplomacy in all interpersonal relationships with the public, pupils, parents and colleagues
- Demonstrate a commitment to continuous professional development and support the Performance Management process
- Attend Trust and school events as required and make a positive contribution during such events
- Attend regular meetings before and after Trust hours, including morning briefings
- Carry out duties other than those listed in the job description at an appropriate level, where the post holder has appropriate qualifications and has received appropriate training

The Trust will endeavour to make any necessary reasonable adjustments to the job and the working environment to enable access to employment opportunities for disabled job applicants or continued employment for any employee who develops a disabling condition.

| Person Specification  | Essential / Desirable | Assessment stage       |
|---|-----------------------|------------------------|
| <b>Qualifications</b>   |                       |                        |
| Numeracy/literacy skills with a good level of knowledge and understanding (at a level equivalent to NQF Level 2)  | Essential             | Application            |
| Appropriate knowledge of first aid or willingness to undertake first aid training as appropriate  | Desirable             | Application, Interview |
| <b>Knowledge and Experience</b>   |                       |                        |
| Experience of working with or caring for children of a relevant age   | Essential             | Application, Interview |
| Experience of working with pupils with additional needs   | Desirable             | Application, Interview |
| Ability to relate well to children and adults   | Essential             | Application, Interview |
| Ability to work as part of a team   | Essential             | Application, Interview |
| An understanding of the role of the Teaching Assistant and other professionals working in the classroom   | Essential             | Application, Interview |
| Basic understanding of child development and learning   | Desirable             | Interview              |
| An understanding of national/foundation stage curriculum and other basic learning programs/strategies   | Desirable             | Application, Interview |
| Ability to use relevant technology, i.e. photocopier, Office 365  | Desirable             | Interview              |
| Command of spoken English sufficient to enable the effective performance of the role, including the ability to speak with confidence and accuracy and the ability to listen and respond appropriately dependent on the audience | Essential             | Interview              |
| <b>Behaviours and Values</b>  |                       |                        |
| Demonstrates a collaborative, team working approach focused on improvement and supporting the vision, values and objectives of the organisation   | Essential             | Interview              |
| Demonstrate a commitment to appropriate professional standards, including core policies relating to equality and diversity and child protection   | Essential             | Interview              |
| Demonstrate a commitment to maintaining and developing professional knowledge and skills  | Essential             | Application, Interview |
| Tact and diplomacy in interpersonal relationships with all stakeholders   | Essential             | Interview              |
| To be flexible and able to adapt and prioritise appropriately   | Essential             | Interview              |
| Effective staff motivation and development, including establishment of a positive performance management culture  | Essential             | Application, Interview |

### Review and Amendment:

This job description is normally reviewed annually as part of the appraisal cycle. If significant changes are required, it may be amended following an individual consultation process.

All staff are expected to carry out their duties with due regard to current and future Trust and school policies, procedures, and relevant legislation. These will be drawn to your attention during the recruitment process, induction, staff handbook, ongoing performance development and through Trust communication.