




The de Ferrers Trust



To ensure that all the children and young people in our care have the opportunity to fulfil their potential through achieving highly, regardless of their ability or background

WORK HARD,

BE KIND,

CHOOSE WISELY.

Post title: Teaching Assistant – Level 2

Grade: Grade 3

ROLE OVERVIEW:

To work under the direction of teaching staff to provide general support and management within the classroom, and support pupils/students with SEND to access the curriculum and make accelerated progress.

KEY ACCOUNTABILITIES:

Support to Pupils/Students

- Establish effective relationships with pupils/students in the classroom.
- Support pupils/students learning within the classroom, including pupils/students with SEND, helping them to overcome barriers to learning and access mainstream lessons.
- Supervise and support pupils/students ensuring their safety, by complying with good H&S practice.
- Accompany teaching staff and pupils/students on visits, trips, and out of school activities as required.
- Encourage pupils/students to interact with others and engage in activities led by the teacher.
- Promote the inclusion and acceptance of all pupils/students within the classroom.
- Provide structured support in accordance with specific work programmes designed and supervised by teachers.
- To contribute to raising standards by ensuring high expectations are promoted for pupils/students.
- Involvement in the implementation of Individual Education/Behaviour/Support Mentoring plans.
- Supervise pupils/students for a particular curriculum activity under the supervision and guidance of a qualified teacher.
- Provide pastoral support to pupils/students within the academy environment, including first aid and welfare matters.
- Coordinate and organise pupils/students attending extra-curricular activities/work experience or other out of school activities under the guidance of a teacher.
- Provide support to pupils/students to achieve learning goals e.g. guided reading.

Support to Teachers

- Prepare classroom for lessons, assist with and maintain displays, notice boards, and shelving systems.
- Undertake routine administrative tasks e.g. pupil/student record keeping.
- Assist in maintaining classroom discipline through the implementation of the Academy's Behaviour Management Policy.
- Act as a liaison with parents on general pupil/student matters.

- Support the teacher in the development and implantation of individual Education/Behaviour Plans.
- Assist the teacher with the planning of learning activities.
- Assist the teacher in monitoring pupil/student responses to learning activities and accurately record achievement and progress as directed.
- Provide detailed and regular feedback to teachers on pupil/student achievement, progress and any challenges they have faced.
- To act as a short-term Cover Supervisor during teacher absence under the direction of a teacher.
- Planning and undertaking one to one and small group interventions within and outside of the classroom.
- Invigilate exams/tests within the Academy.

Support to the Curriculum

Under the direction of a qualified teacher:

- Support pupils/students to understand instructions in relation to the relevant curriculum subject.
- Contribute to curriculum planning, evaluation, and implementation.
- Prepare and maintain general equipment and resources as directed by the teacher.
- Contribute to the development, preparation and dissemination of agreed curriculum activities/materials/resources.
- Attend training sessions as require for CPD purposes and to ensure the appropriate skill level is obtained to undertake the role.
- To provide support in literacy, numeracy, and SEND strategies.
- Support the use of ICT in learning activities and develop pupil/student competence and independence in its use.
- Contribute to the development of school policies and procedures by participation working groups.

Support to the Academy/Trust

This list is not exhaustive and should reflect the ethos of the Academy.

- To promote and safeguard the welfare of children and young persons you are responsible for or come into contact with.
- To comply and assist with the development of policies and procedures relating to child protection, health, safety and security, confidentiality and data protection, reporting all concerns to an appropriate person.
- Will be aware of, support and ensure equal opportunities for all.
- Will contribute to the overall ethos/work/aims of the Trust.
- Will establish constructive relationships and communicate with other agencies/professionals.
- To attend and participate in regular meetings.
- Will participate in training and other learning activities and performance development as required.
- Will recognise own strengths and areas of expertise and use these to advise and support others.

In Addition

- To make suggestions to improve the ongoing effectiveness of non-teaching support.
- To undertake any other reasonable duties within the overall function, commensurate with the grading level and responsibility of the job.
- All staff are expected to work in a flexible and versatile manner as directed by their line manager.
- Support the Learning Agenda.
- To take part in a Performance Review System.

Commitment to Safeguarding Children

Promote and safeguard the welfare of children and young persons you are responsible for or come into contact with by:

- Having awareness of school safeguarding policy and procedures regarding child protection.
- Become aware of the signs and symptoms of abuse by attending relevant safeguarding training.
- Understand and support the Trust by attending training relevant to current national safeguarding issues such as The Prevent duty, Child Sexual Exploitation, Female Genital Mutilation.
- Report all causes for concern to the Safeguarding team using detailed and accurate information.
- Ensure the safety of all pupils in the school learning environment both indoor and outdoor.
- Being fully aware of and understanding the duties and responsibilities arising from the Children's Act 2004 and Working Together in relation to child protection and safeguarding children and young people.

Equalities

- To ensure that all work is completed with a commitment to equality and anti-discriminatory practice, as a minimum to standards required by legislation.
- To understand and comply with the Equal Opportunities Policy.

Health and Safety

- To ensure a work environment that protects peoples' health and safety and that promotes welfare and which is in accordance with the Trust's Health and Safety policy.
- To comply with the requirements of Health and Safety, or relevant legislation and Academy/Trust Documentation.

Corporate Responsibilities

- To assist with student needs as appropriate during the school day.
- To show support for and uphold our ethos, value, all policies and procedures.

- To promote high standards in attendance, punctuality and appearance adhering to Staff Code of Conduct.
- To support the induction of new staff, students and apprentices.
- To communicate effectively and professionally, both orally and in writing.
- To make a positive contribution to the wider life and ethos of the school.
- To act with professionalism, integrity and with due regard to matters of a confidential nature at all times.
- To comply with any reasonable request from a manager or Principal to undertake work of a similar level or commensurate with role and level of responsibility that is not specified in this job description.

Notes

- a) The above responsibilities are subject to the general provisions of the appropriate conditions of service document and any Authority / Governors' interpretation.
- b) The detail of the duties will be determined following consultation with the post holder.
- c) The Academy operates a no smoking policy on campus.

Note 1: The content of this job description will be reviewed with the post holder on an annual basis in line with the Academy's performance and development review policy. Any significant change in level of accountability that could result in a change to the interim grade must be discussed with the post holder and the relevant trade union.

Special Features

- The post holder shall be required to work in any of the schools/academies within The de Ferrers Trust group of academies as directed by the Chief Executive.
- Be a professional role model, and understand and promote the aims and values of the Trust.

PERSON SPECIFICATIONS: TEACHING ASSISTANT – LEVEL 2

Education & Qualifications	Essential	Desirable
Good numeracy/literacy skills equivalent to GCSE grade 4 or equivalent in English and Maths.	✓	
NVQ Level 3 for Teaching Assistants or recognised equivalent qualification or ability to demonstrate necessary skills and experience.	✓	
Good level of ICT skills including Microsoft Office package.	✓	
Experience		
Experience of supporting children's learning in school and working with children of relevant age group.	✓	
Knowledge & Skills		
Understanding of relevant policies and SEND Code of Practice.	✓	
Good understanding of areas of learning e.g. literacy, numeracy, SEND for relevant age group.	✓	
Have good organisational skills.	✓	
Ability to work constructively as part of a team and using own initiative.	✓	
Use basic technology e.g. computer, photocopier.	✓	
Have a flexible approach to work and be prepared to undertake routine administrative tasks outside of the classroom if required.	✓	
Commitment to equal opportunities and securing good outcomes for pupils with SEN or a disability.	✓	
Ability to work under pressure, manage own time, and prioritise effectively.	✓	
Commitment to maintaining confidentiality at all times.	✓	
Good communication and interpersonal skills and an ability to relate well to a wide range of people.	✓	
Personal Attributes		
Customer focussed.	✓	
Has a friendly yet professional and respectful approach which demonstrates support and shows mutual respect.	✓	
Open, honest and an active listener.	✓	
Takes responsibility and accountability.	✓	
Demonstrates a 'can do' attitude including suggesting solutions, participating, trusting, and encouraging others and achieving expectations.	✓	
Committed to the needs of the pupils, parents and other stakeholders and challenge barriers to providing an effective service.	✓	
Is committed to the provision and improvement of quality of service provision.	✓	
Is adaptable to change/embraces and welcomes change.	✓	
Communicates effectively.	✓	
Committed to continuous personal development.	✓	

Commitment		
Committed to The de Ferrers Trust values and aims, acting as role model demonstrating professionalism and consistent high expectations at all times which supports the ethos of the Trust	✓	
Recognise and respect difference between individuals and play their part in making the Trust more inclusive, aware of and committed towards diversity and equal opportunities.	✓	
Committed to own continual professional development	✓	
Other		
Ability to travel to other Trust sites		✓
Is fluent in the use of the English language	✓	



KEEPING CHILDREN SAFE IN EDUCATION:

All adults employed by the Trust are responsible for safeguarding and promoting the welfare of children they are responsible for or come into contact with. As such, all employees will undergo relevant background checks, including a Disclosure and Barring Service (DBS) Enhanced check with Barred List Check in order to satisfy our statutory obligations.

All adults employed by the Trust have a responsibility for data protection and have a duty to observe and follow the principles of the GDPR Regulations.





The de Ferrers Trust

- ☎ 01283 372600
- ✉ Careers@deferrerstrust.com
- 🌐 www.deferrerstrust.com

Registered address: C/O The de Ferrers Academy
St. Mary's Drive, Burton upon Trent
Staffordshire DE13 0LL

