

Dear Applicant

Thank you for your interest in the position of Teaching Assistant, Level 3, at Abraham Moss Community School (Primary Phase), Crescent Road, Crumpsall, Manchester, M8 5UF.

Salary – Grade 4 Point 7 - 11, £25,584 to £27,269 per annum pro rata.

- Full Time, 35 Hours per Week – Permanent
- Term Time Only (Including 5 INSET Days)
- Local Government Pension Scheme – Greater Manchester Pension Fund
- 24/7 access to counselling and mental health support service (free of charge)
- Cycle to work scheme

Please find below a job description and person specification.

If you would like to learn more about The Dean Trust, please visit thethedeantrust.co.uk.

Method of Application

The preferred method of application is electronically via our career's website careers.thedeantrust.co.uk All applications must be made using the Dean Trust's application form. Applications will be shortlisted for interview and the HR Department will contact those applicants who are selected.

Closing Date

Applications received after the closing time of **9.00am Monday, 27 January 2025**. will not be considered.

The Dean Trust is committed to safeguarding and promoting the welfare of children and young people and expects all staff and volunteers to share in this commitment.

If you have any questions please contact us on 0161 532 5400 or email noelinetaker@abrahammoss.co.uk
Thank you again for your interest in working for The Dean Trust. We look forward to hearing from you.

Human Resources Department

Believe Achieve Succeed

Crescent Road, Crumpsall, Manchester, M8 5UF
t: 0161 532 5400
e: office@abrahammoss.co.uk
w: www.abrahammoss.co.uk

Registered in England 8027943 VAT Registration 195 3889 46
The Dean Trust is a company limited by guarantee.



Job Description

The information contained below is to help staff understand and appreciate the work content of their post and the role they are to play in the operation. However, it should be noted that whilst every effort has been made to outline all the duties and responsibilities of the post, a document such as this does not permit every item to be specified in detail. Broad headings may therefore have been used; in which case all the usual associated duties are included in this job description.

Job title	Teaching Assistant Level 3, Primary Phase
Reporting to	Key Stage Directors, Head of Primary, Headteacher
Main purpose of job	<p>Under the guidance of teaching/senior support staff, provide support for pupils or individuals who require help to enable access to learning and to assist in the management of pupils</p> <p>Provide specialist support in a specific area of the curriculum and to supervise groups and occasionally whole classes for a session/lesson in the classroom or outside the main teaching area as required.</p>
Key responsibilities:	
Support for pupils	
<ul style="list-style-type: none">• To work with groups of children under the supervision of the teacher including the delivery of therapy and programmes of work, including the implementation of ILPs.• As required, provide support for pupils with additional needs ensuring their safety and access to learning activities.• 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, first aid and welfare matters.• Establish good relationships with pupils, being a 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.• If required, assist with the dispensing of medication in exceptional circumstances with appropriate training.• To carry out escort duties as appropriate whenever required.• To support students and volunteers on work experience placements.• To occasionally supervise whole classes as required.	
Support for Teachers	
<ul style="list-style-type: none">• To assist the teacher to ensure a safe classroom and outdoor environment, checking materials and personal equipment for defects and implement risk assessments carried out by the teacher according to school guidelines. This will include cleaning equipment used by pupils and ensuring its accessibility.• To liaise with therapists, medical staff, and other personnel working with pupils as required, assisting with the coordinating and planning of programmes of work and to integrate specialist advice and practice into ILPs.• Provide curricular clerical/admin support, eg. photocopying and preparing resources.• Under the direction of the teacher, prepare the classroom for lessons, including display work.• Undertake pupil record keeping and updating records, information and data, producing reports as required.• Assist in the development and implementation of behaviour management strategies.• Monitor pupil responses to learning activities and accurately record achievement/progress as directed.• Assist with the administration of routine assessments and undertake routine marking of pupil's work as required.	

Support for the Curriculum

- To provide support in all areas of the curriculum and on social occasions for pupils who have been identified as having medical conditions, which disable their full independent access to mainstream school life.
- Provide Curriculum / resource support and undertake programmes including those linked to local and national learning strategies, including assessment.
- Support the use of ICT in learning activities and develop pupils' competence and independence in its use.
- Assist in the planning cycle, including the contribution to the development of lesson/work plans and assist in managing and preparing resources.
- Undertake structured and agreed learning activities/ including those linked to local and national learning strategies, adjusting activities according to pupil responses and particular needs, in order to maximise pupil access to the curriculum within an inclusive setting where appropriate. To record achievement and progress and provide feedback to the teacher.

Support for the School

- 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.
- Assist in maintaining 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, outdoor activities, school educational visits, trips and extra-curricular after school clubs.
- 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 have the responsibility to:

- Ensure any documentation produced is to a high standard and is in line with the brand style
- Be aware and comply with all policies and procedures relating to safeguarding, child protection, health, safety and security, confidentiality and data protection, reporting all concerns to the appropriate person
- Participate in training and other learning activities as required
- Participate in the school/academy Performance Management process
- Provide appropriate guidance and supervision and assist in the training and development of staff as appropriate
- To promote the area of responsibility within the school/academy and beyond
- To represent the school/academy at events as appropriate
- To support and promote the school/academy ethos
- To undertake any other duties and responsibilities as required that are covered by the general scope of the post
- To undertake any other reasonable duties at the request of the Chief Executive Officer and Headteacher

All post holders must comply with The Dean Trust professional standards for leaders and managers. The job description will be reviewed as necessary as part of the Performance Management process and is subject to modification and amendment at any time after consultation with the post holder.



Person Specification

Qualification criteria			
For all qualifications, please specify the qualification awarded in full	Essential	Desirable	Evidence Application (A) Interview (I) Observation (O)
Numeracy/Literacy qualifications at Level 2 or equivalent	✓		A
Evidence of positive involvement in CPD leading to increased effectiveness	✓		A & I
Willingness to undertake first aid training as appropriate	✓		A
Level 2 Teaching Assistant Qualification or equivalent (please state full qualification awarded)	✓		A
Experience			
	Essential	Desirable	Evidence Application (A) Interview (I) Observation (O)
Experience of working with or caring for children of a relevant age	✓		A & I
The flexibility to adapt to changing workload demands and new school challenges	✓		A & I
Personal commitment to ensure that the provision of support is equally accessible and appropriate to meet the diverse needs of pupils	✓		A
Personal commitment to continuous self-development	✓		A
A commitment to school improvement	✓		A
Experience working with SEN children		✓	A & I
Positive participation in team meetings and training	✓		A
Knowledge			
	Essential	Desirable	Evidence Application (A) Interview (I) Observation (O)
Basic understanding of child development and learning	✓		A & O
An understanding of the role of the Teaching Assistant and other professionals working in a classroom	✓		A & I
Understanding of national/foundation stage curriculum and other basic learning programmes/strategies		✓	A

The ability to establish good relationships with a class group and its members in order to develop identity, self-discipline, respect and positive attitudes to school life.	✓		A, I & O
Be committed to maintaining a distinctive and inclusive ethos in the school.	✓		A & I
Commitment to providing equal opportunities for all pupils.	✓		A & I
Commitment to the safeguarding of staff and pupils.	✓		A & I
Skills and abilities			
	Essential	Desirable	Evidence Application (A) Interview (I) Observation (O)
Ability to relate well to children and adults	✓		A, I & O
Ability to work as part of a team	✓		A & I
The ability to use relevant technology eg photocopier	✓		A
Evidence of administrative competence and good organisational skills.	✓		A & O
Good communication skills and the ability to communicate effectively orally and in writing.	✓		A, I & O
Self-motivation and personal drive to complete tasks to the required timescales and quality standards	✓		A & O
Have integrity, optimism, credibility, resilience, calmness and a sense of proportion.	✓		A, O
Have tact and diplomacy in all interpersonal relationships with the public, pupils and colleagues	✓		A, O
Be available to work 35 hours per week, term time (hours as directed)	✓		I