

<b>Job Title:</b> Teaching Assistant	<b>Pay Scale:</b> PPS4
<b>Normal Place of Work:</b> Ling Moor Primary Academy	<b>Line Manager:</b> Headteacher/SENCO
<b>Role Summary:</b> <ul style="list-style-type: none"> <li>To reinforce specific needs, in accordance with the students individual profile requirements. To provide support to teaching staff by assisting in the delivery of class-based tasks, to groups and/or individual students.</li> </ul>	

## DUTIES AND RESPONSIBILITIES

### *Key Responsibilities*

- To assist with developing an understanding of learning needs of students and the use of this knowledge to support them to become independent learners in the classroom.
- To take into account students learning needs and ensure their access to the lesson and its content through appropriate clarification, explanations and use of equipment and materials
- To participate in the preparation of the classroom as required.
- To reinforce specific targets to address individual learning needs within the classroom setting.
- To provide useful learning strategies in order to develop a range of literacy and numeracy skills.
- Promote the inclusion and acceptance of all students.
- Assisting with the monitoring student's responses to learning activities and progress towards targets, record achievement and feedback to teachers as required.
- Assisting to encourage students to act independently as appropriate
- Assisting students to interact with others, engage in activities which are led by the teacher.
- Support the teacher in managing student behavior, reporting as and when appropriate
- To help undertake student record keeping as directed by the teacher.
- Accompany teaching staff and students, as appropriate, on visits, trips.
- Participate in training and other learning activities as and when required.
- To assist in supporting those with special needs and be flexible in your approach to accommodate those specific needs as outlined within the student profile information and EHC plan.
- To assist in promoting development and learning (physical, emotional, educational, social), to assist in fostering growth, self-esteem and independence and assisting in observing and recording development:
- To be available for the supervision and monitoring of students at specific duties including; break, lunchtime duties and before and after school duties.
- To assist in carrying out reasonable daily personal care and hygiene duties.
- To act in accordance with Federation policies and procedures and relevant legislation, particularly in relation to child protection and behaviour management.

### **Key Relationships**

The post holder will be expected to develop and maintain good relationships with:

<ul style="list-style-type: none"> <li>Head Teacher, SLT and all Trust staff</li> </ul>	To ensure a high-quality service is provided that meets the needs of the Trust.
<ul style="list-style-type: none"> <li>Parents and Students</li> </ul>	
<ul style="list-style-type: none"> <li>Visitors</li> </ul>	

### **Generic Responsibilities**

- Represent and promote The Priory Federation of Academies' values internally and externally.
- Ensure that the Federations internal customers receive an excellent customer service experience in all dealings with the service.
- Deliver your day to day duties consistently with the agreed service level.
- Act as a champion for change and improvement, constantly enhancing quality.
- Contribute to the annual quality review of the service and the programme of continuous improvement.
- Actively promote and act, at all times, in accordance with Federation policies, e.g. Health and Safety, Equal Opportunities and Safeguarding.
- Make a commitment and contribution to improving standards for pupils, as appropriate.
- Contribute to the maintenance of a caring and stimulating environment for pupils.
- Undertake other duties commensurate with the job level.

The post holder will interact professionally with colleagues to ensure understanding and awareness of responsibilities of all colleagues and undergo any relevant training.

Elements of this job description may be changed following consultation with your manager.

### **TERMS OF EMPLOYMENT**

All offers of employment are subject to The Trust receiving proof of identity, two satisfactory references, satisfactory health and enhanced DBS checks, a signed Code of Conduct, evidence of your relevant qualifications and successful completion of a 12 month probation period.

### **HEALTH AND SAFETY**

All employees are responsible for reading, understanding and carrying out the requirements of The Trust's Health and Safety policy and for informing a relevant person if they become aware of any non-compliance with the policy or of any identified training needs.

### **HOURS OF WORK**

The Academy day is between 8:00 am and 6:00 pm. A flexible approach to working is expected as some tasks may be required to be carried out in the evenings and during holiday periods.

### **CONTINUAL PROFESSIONAL DEVELOPMENT**

The Trust requires individuals to identify and analyse their own training and development needs and to actively participate in the design of a development plan to meet these needs and the needs of the Academy. This may be achieved through an appraisal process.

The post holder should recognise and take advantage of development opportunities and should periodically review their own progress towards meeting previously agreed goals.

### **CONDITIONS OF SERVICE**

Governed by the National Agreement on Pay and Conditions of Service supplemented by local conditions as adopted.

**SPECIAL ARRANGEMENTS**

The post holder may be required to work outside of normal academy hours on occasion, with due notice.

**SAFEGUARDING STATEMENT**

The Priory Federation of Academies is committed to safeguarding and promoting the welfare of children and young people and expects all staff to share this commitment.

**EQUALITY, DIVERSITY AND INCLUSION**

The Priory Federation of Academies Trust is committed to maintaining a diverse workforce and an inclusive environment for all. Our aim, embedded in the Trust Values, is to enrich our workforce at every level and we encourage applications from all under-represented groups.

**Person Specification – Teaching Assistant**

		Essential	Desirable	How assessed
<b>QUALIFICATIONS</b>				
1.	GCSE English and Mathematics Grade A-C or equivalent	X		AF / Cert
2.	Level 2 IT qualification /experience or equivalent	X		AF / Cert
3.	NVQ Level 3 qualification or working towards	X		AF/Cert
4.	Proficient in the use of email and the internet	X		AF/Cert
<b>KNOWLEDGE AND EXPERIENCE (UPTO DATE/ CURRENT)</b>				
5.	Experience of working in an education setting or other relevant experience	X		AF/IV
6.	Knowledge of classroom support	X		AF/IV
7.	Experience of supporting groups of students as well as students on a one-to-one basis	X		AF/IV
8.	Ability to work with confidential and sensitive data	X		AF/IV
<b>SKILLS AND ABILITIES</b>				
9.	A high level of communication skills	X		AF/IV/AT
10.	The ability to adapt to meet the needs of students	X		IV/R
11.	The ability to motivate students and have good interpersonal skills	X		IV/R
12.	Must accept and actively support the Federations' agreed values.	X		IV/R
13.	Flexible with a willingness to adapt working patterns to fit the needs of the academy.	X		IV/R
14.	Commitment to equality, diversity and inclusion	X		IV/R
15.	Ability to work on own initiative and as part of a team	X		IV/R

\*Key to how skills are assessed:

AF = Skill assessed via application form

IV = Skill assessed via interview

AT = Skill assessed via test/work-related task

Cert = Certificate checked at interview

R = Skills assessed via References

I have read and accept the content of the job description.

Signed Line Manager: .....

Dated: .....

Signed Employee.....

Dated.....