Job Title: Primary Teaching Assistant

Mid Essex Co-operative Academy *Part of the Keys Co-operative Academy Trust*

Job Grade: LGS Scale 5 (Pt 8-11)

Type: Permanent - Term Time Only - Hours: 37hrs per week Mon-Fri

The Role

To work as part of a professional team, alongside teachers and senior leaders to support and enable progress of vulnerable learners across Mid and North East Essex.

To take key responsibility to support the development of an 'outstanding' alternative provision where every child has the opportunity to reach their own potential regardless of their starting point.

Job Purpose

To work under the professional direction of the Senior Leadership Team, and teachers, within an agreed system of supervision in delivering lessons set by or alongside teachers.

TA's are expected to report on progress pupils' learning and to assess, record and report on developments, progress and attainment as agreed with the Senior Leadership Team and/or teachers.

To support the holistic development of pupils who have a wide range of SEND needs including pupils that have experienced trauma and adversity.

To support pupils to develop the necessary social and life skills required to be successful in future transitions.

To provide support and advice to other support staff colleagues working with challenging pupils in mainstream school settings through modelling, discussions and as directed by the Senior Leaders.

Key Accountabilities:

● Establish safe, trusting relationships with pupils, acting as a role model and setting high expectations as agreed.

● Ensure school policies are followed and contribute to the positive school ethos.

● Assist the teacher to plan challenging teaching and learning objectives.

● Teaching individuals, or in small groups, with guidance from a teacher.

● Marking pupils' work and recording progress as directed by a teacher utilizing school systems and online tools.

● Anticipate and manage behaviour in line with school policies, and model reflective practice.

● Support parents/carers to engage in their child's holistic education and attend relevant meetings both at school and in family homes.

● Use ICT effectively to support learning activities and develop pupils' competence and independence in its use.

● In liaison with the teaching staff, select and prepare tailored resources

● Communicate high quality written and verbal information about pupil progress as required.

● Cover for absent colleagues – work will be set and teachers will supervise.

● Supporting teachers with off-site visits and learning activities.

● Assist the administrative team as necessary.

● Attend all relevant staff meetings and training as required.

● Participate in performance reviews and take leading responsibility for their own learning, development and training needs.

● Other duties as reasonably required to support the effective running of the school.

● Willingness and flexibility to adapt routine to work outside normal working hours to attend work related meetings/activities as necessary.

● be mobile, therefore a valid driving licence and use of car is required with appropriate business insurance.

● Duties of the post may be varied, according to school needs and as and when required.

Knowledge, Skills and Experience

● An understanding of the impact on a child's developing brain of trauma and adversity.

● Ability to effectively manage own well being in a challenging, high paced environment where adults are often exposed to secondary trauma and challenging crisis incidents.

● Willing and able to use restrictive physical intervention, if required, in line with the academy policy and training.

● First aid training.

● Use of ICT effectively to support learning.

● Working knowledge of relevant policies/codes of practice and legislation.

● Good understanding of child development and learning processes.

● To model and support reflective practice.

● Understanding of classroom/school roles and frameworks for teaching.

● Highly effective time management.

● Good communication/interpersonal skills.

● Work flexibly, purposefully and calmly when under pressure

● Creative approach to problem solving.

● Ability to follow instructions accurately.

● Ability to use your own initiative and work independently.

● Ability to maintain confidentiality.

● Successful experience in a similar role is desirable.

● Successful experience of working as a part of a team is desirable.

● Excellent numeracy/literacy skills – equivalent to at least Level 2 in English & Maths.

● Undertaking the full duties of the role and effectively completing your performance objectives.

● Have a full understanding of the work of the North East Essex Co-operative Academy.

● Organise and manage the learning environment and resources.

● Can evidence the development of pupils skills and knowledge via ICT applications.

● The postholder will be required to work flexibly, in order to meet operational needs this could include active participation in on and off site activities such as P.E lessons, swimming, forest schools, beach school, gardening, cooking and play activities.

Safeguarding
Keys Co-operative Academy Trust is committed to safeguarding and promoting the welfare of children and vulnerable adults, and expects all employees and volunteers to share this commitment.

Pre-Employment Checks appropriate to this Job Profile
Keys Co-operative Academy Trust is committed to ensuring all recruitment is undertaken fairly, effectively, safely and in accordance with legislation.
The information below provides pre-employment screening guidance for candidates applying to this job at Keys Co-operative Academy Trust.

Role Requirement:
Working with children / vulnerable adults in a specified place or post.

Pre-Employment Check

Definition
Self Declaration (Spent and unspent convictions)
A declaration of spent and unspent convictions must be completed by employees who work with vulnerable adults or children DBS Enhanced Level The DBS (Disclosure & Barring Service) check will be sought by ECC before a start date is agreed
ECC ISA Registration –
will administer the ISA Register Regulated (Currently
check subject to Home Office review References All posts defined as Regulated or Controlled as outlined in the ISA Regulations will require:
• At least two employer references – one reference is required prior to interview and should ideally be from your current/most recent employer
• Reference history covering a minimum of five years employment
• A reference from the last employer where the post gave access to children or vulnerable adults Any gaps of 4 weeks or more will be explored by the manager at interview stage. Where appropriate additional character references will be taken up
Medical All new recruits and employees whose role changes
significantly are required to complete a medical health questionnaire
Eligibility / Right to work in the UK
Proof is required and original documentation will be sought i.e. passport or full birth certificate
Regulatory qualifications and professional registration (subject to role)
Original qualification certificates and proof of registration with a professional body are required (if applicable)