



JOB DESCRIPTION

Job Title: Teaching Assistant

Employer: Mulberry Schools Trust

Location: Mulberry Baird Primary

Grade: 3.7

Responsible to: Assistant Principal/Principal

PURPOSE OF THE ROLE

Support teaching and learning (i.e. whole class, small groups, one to one), ensuring the safeguarding of pupils and promoting achievement, personal development and wellbeing.

KEY RESPONSIBILITIES

- Support teaching and learning (i.e. whole class, small groups, one to one), ensuring the safeguarding of pupils and promoting achievement, personal development and wellbeing.
- Monitor and evaluate pupils' responses to learning activities through observation and planned recording of achievement against pre-determined learning objectives. Provide feedback to pupils in relation to progress and achievement.
- Build highly effective, positive and nurturing relationships with pupils, communicating effectively and sensitively and adapting to individual needs to support learning.
- Create and maintain a purposeful, stimulating and safe learning environment by organising and managing physical learning environments and resources for groups of pupils or individuals.
- Demonstrate a level of subject and curriculum knowledge relevant to the role and apply this effectively in supporting teachers and pupils.
- Implement behaviour management strategies consistently in line with academy policy and procedures.
- Demonstrate understanding of the needs of all pupils and how to support them.
- Work collaboratively with classroom teachers and other colleagues to effectively support the learning of all pupils including those with an Education, Health and Care Plan (EHCP) and/or Behaviour Support Plan.
- Undertake planned supervision of pupils during break and mealtimes in school, on visits and school trips and other out of school activities as required.

- Work 1:1 and in small groups with pupils to deliver a range of scaffolded learning activities, as well as interventions.
- Support key pupils by providing additional scaffolding and resources, adapting language as required.

Other

- Carry out all activities in such a manner that data protection requirements are met and are in line with the Trust's policies for Safeguarding, Health and Safety, and Equal Opportunities.
- Participate in professional development activities and performance management activities as required
- Undertake other reasonable duties as directed by your line manager.
- Assisting in the development of individual development plans for pupils.
- Supporting the work of classroom volunteers and other teaching assistants.
- Supporting the use of ICT in the curriculum.

PERSON SPECIFICATION

REQUIREMENT	CRITERIA	ASSESSMENT METHOD		
		APPLICATION	INTERVIEW	EXERCISE
EDUCATION AND QUALIFICATIONS				
Essential	Educated to a minimum of GCSE level in Maths and English at Grades A* - C (or equivalent qualification) or can demonstrate the equivalent practical ability	☒	☐	☒
Desirable	NVQ Level 2 for Teaching Assistants or equivalent or commitment to complete.	☒	☐	☐
Desirable	Positive Handling qualification e.g. MAPA	☒	☐	☐
Desirable	Nurture Practitioner Training or another equivalent qualification	☒	☐	☐
Desirable	Specialist training in disability and learning difficulties	☒	☐	☐
KNOWLEDGE AND EXPERIENCE				

Essential	Experience of working with or caring for children, in a domestic or professional capacity	☒	☐	☐
Essential	Experience of or willingness to train in order to offer personal care	☒	☐	☐
Desirable	Experience of supporting children in a classroom environment including those with special educational needs	☒	☐	☐
Desirable	Experience of using Information Technology to support pupils repeated below	☒	☐	☐

KEY SKILLS AND ABILITIES

Essential	Ability to consistently and effectively implement agreed behaviour management strategies	☐	☒	☐
Essential	Ability to assist in the recording of lessons and assessment as required by the teacher	☐	☒	☐
Essential	Ability to use language and other communication skills that pupils can understand and relate to	☐	☒	☐
Essential	Ability to provide constructive feedback to pupils to reinforce self-esteem and resilience	☐	☒	☐
Essential	Ability to provide f individual attention, reassurance and support with learning tasks as appropriate to pupils' needs, encouraging the pupils to stay on task	☐	☒	☐

Essential	Ability to monitor pupils' response to the learning activities and, where appropriate, modify or adapt the activities as agreed with the teacher to achieve the intended learning outcomes	☐	☒	☐
Essential	Ability to carry out and report on systematic observations of pupils' knowledge, understanding and skills	☐	☒	☐
Essential	Ability to establish positive relationships with pupils and empathise with their needs	☐	☒	☐
Essential	Ability to demonstrate active listening skills	☐	☒	☐
Essential	Knowledge of the legal and organisational requirements for maintaining the health, safety and security of yourself and others in the learning environment	☐	☒	☐
Essential	IT literate with the ability to learn new software and technology	☒	☒	☐
Desirable	Understanding of the principles of nurture	☐	☒	☐

PERSONAL ATTRIBUTES

Essential	Excellent communication skills	☐	☒	☐
Essential	Ability to maintain confidentiality on all academy matters	☐	☒	☐
Essential	Willingness to participate in further training and developmental opportunities offered by the academy and local authority, to further knowledge	☐	☒	☐
Essential	Able to use initiative	☐	☒	☐

ADDITIONAL INFORMATION

This post will be subject to an Enhanced DBS Check.

This post is exempt from the Rehabilitation of Offenders Act (1974) – Applicants must be prepared to disclose all criminal convictions and cautions, including those that would otherwise be spent under the Act.

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

DOCUMENT INFORMATION

This Job Description is correct at the time of print and gives the main responsibilities and tasks of the role. These may, however, be changed or added to as appropriate.

There may also be the need for staff to undertake additional duties from time to time appropriate to the level of the post. Should these additional tasks become a frequent part of the role, the job description will be revised through consultation with the post holder.