



# Pioneer Academies Community Trust (PACT)

## Job Description

**ACADEMY: Parkside Primary Academy**

**JOB TITLE Associate Professional (Teaching Assistant) – Level Two**

**JOB REFERENCE NO:**

**GRADE: Grade 3**

**RESPONSIBLE TO:**

**The Headteacher, working under the instruction/guidance of teaching staff and/or Higher Level Teaching Assistants**

**EMPLOYEE SUPERVISION:**

**DATE AGREED:**

**BY WHOM:**

### **Purpose of the Job:**

To work under the direct instruction of teaching/senior staff or appropriate Teaching Assistant staff. To undertake work/care/support programmes to enable access to learning for pupils. To assist the teacher in the management of pupils and the classroom. Work may be carried out in the classroom or outside the main teaching area.

Provide general support in a specific curricula/resource area, including preparation and maintenance of resources and support to staff and pupils.

### **Key Areas:**

Support for pupils  
Support for teachers  
Support for the curriculum  
Support for the school

## **DUTIES AND RESPONSIBILITIES:**

### **1 Support For Pupils:**

- i. Promote independence and employ strategies to recognise and reward achievement of self-reliance.
- ii. Attend to the pupils personal needs and implement related personal programmes, including social, health, physical, hygiene, first aid and welfare matters.
- iii. Supervise and provide particular support for pupils, including those with special needs, or any other identified groups, ensuring their safety and access to learning activities.
- iv. Assist with the development and implementation of Individual Education/Behaviour Plans and Personal Care Programmes.
- v. Establish constructive relationships with pupils and interact with them according to individual needs.
- vi. Promote the inclusion and acceptance of all pupils.
- vii. Encourage pupils to interact with others and engage in activities led by the teacher.
- viii. Set challenging and demanding expectations and promote self-esteem and independence.
- ix. Provide feedback to pupils in relation to progress and achievement under guidance of the teacher.
- x. Support pupils in accessing learning activities under the guidance of the teacher.
- xi. Provide written and verbal reports when required.
- xii. Implement agreed learning activities/teaching programmes adjusting activities according to pupil needs.

### **2 Support For Teachers:**

- i. Create and maintain a purposeful, orderly and supportive environment in accordance with lesson plans and assist with the display of pupils' work.
- ii. Establish constructive relationships with parents, liaise sensitively and effectively with parents/carers, exchanging information and facilitating support for their child.
- iii. Use strategies in liaison with the teacher to support pupils to achieve learning goals.
- iv. Assist with the planning of activities.
- v. Attend planning meetings as required.
- vi. Monitor pupils' responses to learning activities and accurately record achievement and progress as directed.
- vii. Undertake marking of pupils work and accurately record achievement and progress.
- viii. Provide detailed and regular feedback to teachers on pupil achievements, progress, problems etc.
- ix. Promote good pupil behaviour and ensure health and safety at all times, dealing promptly with conflict and incidents in line with established policy and encourage pupils to take responsibility for their own behaviour.
- x. Establish constructive relationships with parents/carers.
- xi. Administer routine tests and invigilate exams and undertake routine marking of pupils' work.
- xii. Timely and accurate preparation and use of specialist equipment/resources/materials as required by staff/curriculum/lesson plans etc.
- xiii. Participate in regular dialogue with teachers regarding planning, delivery, assessment and feedback.
- xiv. Assess children's progress and feedback to teachers.

### **3 Support For the Curriculum:**

- i. Undertake structured and agreed learning activities/teaching programmes, adjusting activities according to pupils' responses.
- ii. Deliver learning linked to the New National Curriculum e.g. Literacy, Numeracy, KS3, Early Years, recording achievement and progress and feeding back to the teacher.
- iii. Support the use of ICT in learning activities and develop pupils' competence and independence in its use.
- iv. Prepare and maintain equipment/resources required to meet lesson plans/relevant activities and assist pupils in their use.
- v. Assist with the maintenance of classroom resources,
- vi. check for quality/safety, undertake repairs/modifications within own capabilities and report other damage/needs.
- vii. Demonstrate and assist others in safe and effective use of specialist equipment/materials.

### **4 Support For the School:**

- i. Use ICT effectively to support teaching and learning.
- ii. Be aware of and comply with policies and procedures relating to child protection, health, safety and security, confidentiality and data protection, reporting all concerns to an appropriate person in accordance with policy.
- iii. Promote equal opportunities for all pupils.
- iv. Contribute to overall Community ethos/work/aims of the school.
- v. Appreciate and support the role of all staff in school.
- vi. Attend and participate in relevant meetings as required.
- vii. Participate in development opportunities and other learning activities and performance development as required.
- viii. Assist with the supervision of pupils out of lesson times, including before and after school and at lunchtimes, e.g. clubs, extra curriculum activities.
- ix. Accompany teaching staff and pupils on visits, trips and out of school activities as required and take responsibility for a group under supervision of the teacher.

### **5 General:**

- i. To undertake any other duties, commensurate within the grade and the job purpose, at the discretion of the Principal.
- ii. Be familiar and comply with all relevant Health and Safety, Operational, Personnel, Child Protection.
- iii. To develop and promote high standards throughout the Barnsley Children, Young People and Families Service.

**6 Other:**

- i. Ensure equality of opportunity is afforded to all persons both internal and external to the authority, actively seeking to eliminate any direct or indirect discriminatory practices/behaviour.

**Date Job Description Revised: May 2014**

**By whom: K Wood**

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## Person Specifications

When filling in the application form please demonstrate with clear, concise examples how you meet the requirements of the post. You will be assessed in relation to the *Essential and Minor* criteria. Please bear in mind that you must possess the Essential Criteria on day 1 to be able to do the job. If there are large numbers of applicants for the post then all of the criteria will be used for shortlisting. Under the Disability Discrimination Act, we recognise and welcome our responsibility to remove any barriers in our recruitment and selection process. We have tried to assess this in our Job Description and Employee Specification, however if you feel that there are barriers, please tell us in the application form. As part of the DDA we are committed to making reasonable adjustments, wherever possible and it would help us to know your needs in order to do this.

<b>Post Title: Associate Professional Teaching Assistant (Level Two)</b>	<b>Academy:</b>	<b>Grade: 3</b>
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Criteria No	Attributes	Criteria	How Identified	Rank
1.	<b>Experience</b>	Recent relevant experience	A/I	Essential
2.		Working with or caring for children of relevant age	A/I	Essential
3.		General technical/resource support	A/I	Essential
4.	<b>Education and Training Attainments</b>	Good numeracy/literacy skills	A/I	Essential
5.		2 GCSEs at minimum grade C or equivalent in English and Maths	A/I	Essential
6.		Training in relevant learning strategies e.g.literacy	A/I	Essential
7..		First aid training/training as appropriate	A/I	Essential
8.		Participate in development and training opportunities	A/I	Essential

10.	<b>General and Special Knowledge</b>	Effective use of ICT to support learning including Microsoft Office package.	A/I	Essential
11.		Use other equipment technology e.g. computer, video, photocopier	A/I	Essential
12.		General understanding of national/foundation stage curriculum and other basic learning programmes/strategies	A/I	Essential
13.		Basic understanding of child development and learning	A/I	Essential
14.	<b>Skills &amp; Attributes</b>	Ability to relate well to children and adults	A/I	Essential
15.		Work constructively as part of a team, understanding classroom roles and responsibilities and your own position within these	A/I	Essential
16.		Use of relevant equipment / resources	A/I	Essential
17.		knowledge of particular subject/technical area	A/I	Essential
18.		Ability to identify own training and development needs and co-operate with means to address these	A/I	Essential
19.		Ability to use ICT equipment effectively	A/I	Essential
20.	<b>Additional factors</b>	Demonstrate a commitment to Equal Opportunities	A/I	Essential
21.		To comply with all PACT policies adopted by the Local Governing Body for example, Health and Safety, Equal Opportunities, Child Protection and data protection.	A/I	Essential