

Job Description & Personal Specification

Kennet School Academies Trust

Job title: Level 1 / 2 Teaching Assistant

Grade: B /C

Responsible to: Class Teacher / Head of PDR / Senior Leadership Team / Headteacher / SENCO

Main Purpose

To take a pro-active role to support the academic, personal, and social development of pupils our physically disabled resource (PDR).

Main Duties and Responsibilities

- To develop an understanding of the learning needs of pupils and use this knowledge to support them to become independent learners in the classroom
- To take into account pupil's learning needs and ensure their access to the lesson and its content through appropriate clarification, explanations, and use of equipment and materials
- To work with individuals or small groups under the supervision of the teacher
- Contribute to the preparation of teaching resources and materials
- Communicate effectively and sensitively with pupils to support their learning
- Provide feedback to pupils and the teacher
- Motivate pupils to engage in learning tasks and model problem-solving skills in attempting difficult tasks and overcoming barriers to learning
- Build and maintain successful relationships with pupils, treating them consistently, with respect and consideration and to be concerned for their development as learners
- Work collaboratively with teaching staff and other colleagues in managing behaviour and encouraging pupils to make the right choices within the framework of the Behaviour Policy
- Demonstrate and promote the same positive values, attitudes and behaviour that are expected from pupils
- To supervise students for limited and specified periods including break-times
- Support teachers with supervising pupils off site on school trips and other external visits
- To provide welfare support for pupils
- To champion whole school strategies to support students with SEND
- To attend and participate in relevant meetings
- To undertake other reasonable duties which are consistent with both the needs of the school and commensurate with the role of the post holder
- To adhere to all safeguarding policies, practices and expectations including online safety.

Other Clauses

- This job description allocates duties and responsibilities but does not direct the particular amount of time to be spent on carrying them out and no part of it may be so construed
- The job description is not necessarily a comprehensive definition of the post. It will be reviewed at least once a year and it may be subject to modification or amendment at any time after consultation with the holder of the post
- This job description may be varied to meet the changing demands of the academy at the reasonable discretion of the Executive Headteacher.

Safeguarding

We are committed to safeguarding and protecting the welfare of children and expect all staff and volunteers to share this commitment. A Disclosure and Barring Service Certificate will be required for all posts. This post will be subject to enhanced checks as part of our Prevent Duty.

| Personal Specification | | | |
|---|-----------|-----------|---------------------------------------|
| Criteria | Essential | Desirable | How identified |
| Qualification and Training | | | |
| Basic literacy and numeracy skills | ✓ | | Application Form |
| Willingness to participate in a general TA induction programme | ✓ | | |
| Willingness to undertake continuing professional development | ✓ | | |
| GCSE Maths and English (Grade A-C or 4-9) or equivalent | | ✓ | |
| Experience | | | |
| Experience of supporting others within a team | ✓ | | Application Form and Interview |
| Experience of working with children with special needs | | ✓ | |
| Able to motivate and encourage pupils | ✓ | | |
| Ability to have a flexible approach to tasks | ✓ | | |
| Knowledge and Abilities | | | |
| Good basic IT skills | ✓ | | Application Form and Interview |
| Ability to demonstrate confidence, resilience and perseverance | ✓ | | |
| Knowledge of differentiation strategies to support all learners | | ✓ | |
| Values | | | |
| Professionally discreet and respects confidentiality at all times | ✓ | | Application Form and Interview |
| Awareness of, and ability to promote, the schools social inclusion policies and practices | ✓ | | |
| Holds high expectations of pupil behaviour and achievement | ✓ | | |
| Personal Qualities | | | |
| Professional and well-presented | ✓ | | Application Form and Interview |
| Clear communicator | ✓ | | |
| Good organisational ability | ✓ | | |
| Personal Circumstances | | | |
| Must legally be entitled to work in the UK | ✓ | | Application Form and Document Check |
| Nothing in personal background or criminal record indicates unsuitability to work with children / young people / vulnerable / finance | ✓ | | |
| Safeguarding | | | |
| Has appropriate motivation to work with children and young people, and can relate to them | ✓ | | All stages of the recruitment process |
| Understands the importance of maintaining appropriate relationships and personal boundaries with children and young people | ✓ | | |
| Displays commitment to the protection and safeguarding of children and young people | ✓ | | |
| Good knowledge and understanding of safeguarding practice | ✓ | | |