

SEETHING AN MUNDHAM PRIMARY SCHOOL JOB DESCRIPTION

TEACHING ASSISTANT

Line Manager:	Headteacher
Salary:	Scale Points 4-6 of the SET Support Staff Salary Scale FTE: £23,114 - £23,893 per annum Pro rata: £15,586 – £16,403 per annum
Tenure:	Permanent
Contract type:	Term time + 1 week (39 weeks)
Hours per week:	28.75 hours per week

THE POST

Seething and Mundham Primary School is a member of the Sapientia Education Trust (SET). SET is an expanding multi-academy trust with 10 primary and 7 secondary schools.

We are looking for a hard-working and enthusiastic person with high standards and the ability to communicate and interact effectively with others as part of our school as a Teaching Assistant.

On appointment, the successful candidate will be required to complete a six-month probationary period.

PERSON SPECIFICATION

The professional competencies expected of the Teaching Assistant are:

- The ability to communicate clearly and tactfully using appropriate methods and an awareness of the impact of your own communication on others;
- Able to maintain positive relationships with all and able to work as an effective and flexible part of a team; willing to change methods of work and routines to benefit the team;
- Be able to multi-task and work under pressure;
- Be flexible and resilient in managing and executing their daily responsibilities;
- Able to demonstrate strong planning and organisational skills;
- Willingness to accept responsibility for your own actions;
- The ability to prioritise effectively, meet deadlines and accept challenges.

The personal competencies expected of the Teaching Assistant are:

- Engages with pupils appropriately and works with the best interest of pupils in mind

- Able to work with minimum supervision
- Understand statutory requirements and policies
- Able to maintain confidentiality appropriately
- Able to work as part of a team.

The qualifications and experience required of the Teaching Assistant are:

- GCSE or equivalent level, including at least a Grade 4 (previously Grade C) in English and Mathematics.
- Previous experience working with children, preferably primary school age, in a classroom or similar environment is highly desirable.

JOB SPECIFICATION

General Responsibilities

Under the instruction/guidance of teaching or other senior staff and within the overall ethos of the school, undertake care and learning programmes and activities to support individuals or groups of pupils, including more specialised support for those with special education needs, enable access to learning for pupils and assist the teacher in the management of pupils and the classroom.

The post-holder will be required to comply with the Seething and Mundham Primary School Code of Conduct.

Sapientia Education Trust is committed to safeguarding and promoting the welfare of children and young people and expects all staff and volunteers to share this commitment. The post-holder will have access to and be responsible for confidential information and documentation. They must ensure confidential or sensitive material is handled appropriately and accurately.

Specific Responsibilities

A non-exhaustive list of specific responsibilities for the role is below and you will be required to undertake other duties and responsibilities as may reasonably be required.

- To attend to the personal and social needs of pupils and any other special requirements depending on the nature of a pupil's special needs and, wherever possible, making these part of the learning experience
- Assist with programmes of special care such as speech therapy, under the direction of the appropriate specialist
- Supervise and provide particular support for pupils, including those with special needs, ensuring their safety and access to learning activities
- Assist with the development and implementation of Individual Education/Behaviour Plans and Personal Care programmes
- Promote inclusion and acceptance of pupils while encouraging constructive relationships within the classroom and with parents
- Provide feedback to pupils in relation to progress and achievement under the guidance of the teacher
- Assist with the planning of learning activities

- Create and maintain a purposeful, orderly and supportive environment, in accordance with lesson plans and assist with the display of pupils' work
- Use strategies, in liaison with the teacher, to support pupils to achieve learning goals.
- Monitor pupils' responses to learning activities and accurately record achievement/progress as directed and provide detailed and regular feedback to teachers on pupils' achievement, progress, and problems
- Promote good pupil behaviour, dealing promptly with conflict and incidents in line with established policy and encourage pupils to take responsibility for their behaviour
- Administer routine tests, invigilate exams, undertake routine marking of pupils' work and provide clerical/admin support, e.g. photocopying, typing, filing, money and administer coursework
- Undertake structured and agreed learning activities/teaching programmes, adjusting activities according to pupil responses, including undertaking literacy and numeracy programmes, recording achievement and progress and feeding back to the teacher
- Prepare, maintain and use equipment/resources required to meet the lesson plans/relevant learning activity and assist pupils in their use, including supporting the use of ICT in learning activities and developing pupils' competence in its use
- 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
- Be aware of and support difference and ensure all pupils have equal access to opportunities to learn and develop
- Attend and participate in relevant meetings as required and participate in training and other learning activities and performance development as required
- Assist with the supervision of pupils out of lesson times, including before and after school and accompany teaching staff and pupils on visits, trips and out of school activities as required and take responsibility for a group under the supervision of the teacher.

The post-holder will be required to comply with the Trust Code of Conduct. The post holder will have access to and be responsible for confidential information and documentation. They must ensure confidential or sensitive material is handled appropriately and accurately.

The post holder shall participate in the Trust's programme of Performance Management and Continuing Professional Development.

HOURS OF WORK

Paid Weeks per year	Term Time plus 1 week / 39 weeks
Hours per week	28.75 hours per week
Normal working Pattern	Monday-Friday, 08:30-15:30
Unpaid Breaks	1 hour 15 minutes lunch break

Holidays	Holiday pay entitlement is included in the pro rata salary for the post and there is no entitlement to take holidays during term-time.
Annual leave entitlement	<p>Until 31st March 2024</p> <p>Annual holiday entitlement for full-time support staff is 36 days (including bank holidays), rising to 40 days after 5 years' service.</p> <p>From 1st April 2024</p> <p>Annual holiday entitlement for full-time support staff will reduce to 34 days (including bank holidays), rising to 38 days after 5 years' service.</p> <p>Holiday entitlement is pro-rata for employees who work less than 52 weeks per year and/or less than 37 hours per week.</p>
CPD Days	CPD is included in your pro-rata salary and you will be expected to work on all published CPD Days. Any additional time required for CPD can be claimed on a timesheet.

REMUNERATION

Salary Details:

- Scale Points 4-6 of the Support Staff Salary Scale
- FTE: £23,114 -£23,893 per annum
- Pro rata: £15,586 – £16,403 per annum

The post-holder will be auto enrolled to join the Trust's nominated pension scheme for support staff provided by Norfolk Pension Fund. This scheme is a defined benefit scheme with the current employer contribution rate set at 22.20%, and employee contributions of 6.5%. Staff do have the option to reduce contributions by 50%.

DRESS CODE

The post-holder will be expected to wear appropriate business attire. All staff will be supplied with appropriate Staff ID. This must be worn at all times to ensure that students, staff and visitors are able to identify employees.

PRE-EMPLOYMENT CHECKS

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

All staff must be prepared to undergo several vetting checks to confirm their suitability to work with children and young people. The Trust reserves the right to withdraw offers of employment where checks or references are deemed to be unsatisfactory.