**Job Outline and Person Specification** 

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| **Position Title** | **Teaching Assistant** |
| **Location** | St James Primary School |
| **Reporting to** | Principal |
| **Job Term** | Permanent |
| **Hours** | 8.30 – 3.30pm x 5 days a week |
| **Work pattern** | Monday to Friday |
| **Grade / Salary** | Grade C |
| **Start Date** | TBC |
| **Organisation** | The Dartmoor Multi Academy Trust |

There are 17 schools within The Dartmoor Multi Academy Trust, 3 secondary and 14 primary schools with a new (SEMH), The Promise School opening in September 2022.

Your main place of work will be with St James Primary School, but you may be required to work across all the schools within The Dartmoor Multi-Academy Trust at any time as directed by the Executive Team.

This job description is not a comprehensive definition of the post. Discussions will take place on a regular basis to clarify individual responsibilities within the general framework and character of the post as identified below.

# Purpose of Job

To work under the direct instruction of teaching/senior staff, usually in the classroom with the teacher, to support access to learning for pupils and provide general support to the teacher in the management of pupils and the classroom. Work might occasionally, but not regularly, take place outside the main teaching area.

**Supervision Arrangements**

The class teacher will take overall responsibility for the progress of pupils within the class.

# Major Responsibilities

To work under direct supervision/instruction to support access to learning by:

* Attending to the welfare and personal care of pupils including those with special educational needs.
* Working with small groups or one to one.
* Undertaking general clerical/organisational support for the teacher.

# Duties

Support the teacher by:

* Preparing the classroom as directed for lessons and clearing afterwards.
* Assisting with the display of pupils’ work.
* Being aware of pupil problems/progress/achievements and reporting these to the teacher as agreed.
* Undertaking pupil record keeping as requested.
* Being aware of/working within planned learning activities.
* Occasional contribution to planning e.g. for individual pupils, general literacy/numeracy.
* Working with the teacher in managing pupil behaviour and reporting difficulties as appropriate.
* Gathering/reporting information from/to parents/carers as directed.
* Providing clerical/administrative support e.g. photocopying, typing, filing, collecting money etc.

Supporting pupils by:

* Supervising and providing support for pupils, including those with special needs, ensuring their safety and access to learning.
* Attending to the pupils’ personal needs, and implementing related personal programmes, including social, health, physical, hygiene, first aid and welfare matters.
* Establishing good relationships with pupils, acting as a role model and being aware of and responding appropriately to individual needs.
* Promoting the inclusion and acceptance of all pupils.
* Encouraging pupils to interact with others and to engage in activities led by the teacher.
* Encouraging pupils to act independently as appropriate.

Support the curriculum by:

* Supporting pupils to understand instructions.
* Supporting pupils in respect of local and national learning strategies e.g. literacy, numeracy, KS3, early years etc. as directed by the teacher.
* Supporting pupils using ICT as directed.
* Preparing and maintaining equipment/resources as directed by the teacher and assisting pupils in their use.

Support the school by:

* Being aware of and complying with policies and procedures relating to child protection, health, safety and security, confidentiality and data protection, and reporting all concerns to an appropriate person.
* Being aware of and supporting difference and ensuring all pupils have equal access to opportunities to learn and develop.
* Contributing to the overall ethos/work/aims of the school.
* Appreciating and supporting the role of other professionals.
* Attending and participating in relevant meetings as required.
* Participating in training and other learning activities and performance development as required.
* Assisting with the supervision of pupils out of lesson times, including before and after school and at lunchtimes as required.
* Accompanying teaching staff and pupils on visits, trips and out of school activities as required and take responsibility for a group under the supervision of a teacher.
* Support at lunch times and break times, maintaining a flexible working pattern.

**Data Protection / General Data Protection Regulations Compliance**

The Privacy Notice sets our general principles in relation to Data Protection and the General Data Protection Regulations. You should also abide all Trust policies relating to the use of data including but not limited to:  

* Acceptable Use Policy
* Records Retention Policy
* Personal Data Breach Procedure
* Employee Code of Conduct
* E-safety Policy
* Social Media Policy
* Use of Personal Devices Policy

Our Privacy Notice for Employees explains how we use your personal data.

You should note that a duty of confidentiality applies to all personal data seen prior to the first day of employment (for example, pupil lists for the purposes of lesson planning or other activities to support teaching and learning). This reflects the custom and practice of those contracts of employment starting on the first day of term while recognising the need to be aware of and plan to support pupil needs.

# Person Specification: Teaching Assistant

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| **Category** | **Requirement** | **Essential/**  **Desirable** |
| **Education/**  **Training** | * Experience of a range of intervention programmes in literacy and numeracy. | Essential |
|  | * Good numeracy/literacy skills (Level 2 or equivalent). | Essential |
|  | * Experience of working with and supporting SEND students. | Desirable |
|  | * Requirement to participate in training/development as/when identified by line manager as essential for performance of the post. | Essential |
|  | * Willingness to participate in other development and training opportunities. | Essential |
| **Experience** | * Working with or caring for students of relevant age. | Essential |
| **Knowledge** | * Basic understanding of child development and learning. | Essential |
|  | * Understanding of relevant policies/codes of practice and awareness of relevant legislation. | Desirable |
|  | * Display an awareness, understanding and commitment to the safeguarding and protection of student. | Desirable |
|  | * General understanding of national/foundation stage curriculum and other basic learning programmes. | Desirable |
| **Skills/Abilities** | * Ability to effectively use ICT to support learning, or to undertake training to do so. | Essential |
|  | * Ability to self-evaluate learning needs and actively seek learning opportunities. | Essential |
|  | * Ability to relate well to students and adults. | Essential |
|  | * Patient, positive, enthusiastic and friendly approach. | Desirable |
|  | * Ability to work constructively as part of a team, to understand classroom roles and responsibilities and own position within those. | Essential |
|  | * Ability to use other technology to support learning – e.g. video, iPad, iPod, PC | Essential |

**All schools in The Dartmoor Multi Academy Trust are committed to safeguarding and promoting the welfare of children and young people, and expect all staff and volunteers to share this commitment.**

**The successful candidate will be required to undertake an Enhanced Disclosure via the Disclosure Barring Service (DBS).**