SPENCER
ACADEMIES TRUST

# Job Description

**Post Title:** **Teaching Assistant**

**Location:** **Sunnyside Spencer Academy**

**Salary/Pay Range:** **NJC02 – NJC04**

**Hours of work:** **Full time 37 hours per week term time only**

**Reporting to:** **Principal, SENDCO and Teachers**

## Purpose of Role

To contribute to School objectives by effectively and efficiently undertaking a range of duties to support the excellent teaching and learning of pupils; providing general and specific assistance to pupils in all aspects of the curriculum under the strategic direction of the Head of School and with daily guidance and supervision from the classroom teacher.

To promote and actively support the values and ethos of the school.

It is essential that the post-holder takes all reasonable steps to ensure they positively contribute to their continuous professional development.

Confidentiality must be maintained at all times, unless safeguarding concerns prevent this.

## Main Duties and Responsibilities

Working as part of this important team you will be required to carry out the following duties. The nature of the Academy Year requires some of these tasks to be done regularly whilst others will be on an annual cycle.

The post holder will be expected to use all Trust standard computer hardware and software packages where appropriate. Specific responsibilities include:

1. Under the professional direction and supervision of a qualified teacher, deliver planned activities for individuals and groups to allocated pupils, in small groups or individually, differentiating and adapting learning programmes to suit individual need.

2. Contribute to the lesson planning and delivery of a variety of classroom activities, visits, including the preparation of materials, within the framework set by the teacher.

3. To actively engage in the use of a range of ICT tools and equipment employed in the classroom to enrich teaching and learning.

4. To support the teacher in the delivery of specific Educational Health and Care Plans for those pupils' with Special Educational Needs / Disability, in liaison with health care/other professionals.

5. Provide short term cover supervision of classes.

6. Plan and evaluate specialist learning activities, preparing reports and records for the teacher as required.

7. Using Teaching and Learning objectives support the teacher in monitoring, assessing and recording of pupil progress/activities, writing reports and records as required.

8. Prepare the learning environment and resources as per plans, including photocopying, filing and the display and presentation of pupils work whilst contributing to ensuring a safe environment.

9. Sourcing and purchase of equipment/resources as directed by the teacher, within a designated budget and assist in the collection/safe storage of monies from pupils/parents as required.

10. Promote outstanding pupil behaviour for learning and support social and emotional well-being, reporting any problems to the teacher and/or child Protection Lead as appropriate and in line with school policies.

11. Assist pupils with eating, dressing and hygiene as required whilst encouraging independence.

12. Provide intimate care and First Aid to pupils as necessary and appropriate.

13. Responsible for supervision and safe use of equipment and materials including classroom, PE/games/gymnasium, internally and externally ensuring the careful use of the school premises/site by pupils in your care.

14. Contribute to the training and assessment of work experience students and support the work of volunteers as appropriate, within the classroom.

15. Develop and maintain appropriate professional relationships with pupils, teachers, support staff, parents/carers, governors, external professionals and agencies.

16. Promote and support the role of parent/carers in pupils' learning and enabling constructive information sharing about progress and achievement.

17. Share information about pupils with other staff, parents/carers, internal and external agencies as appropriate.

18. Participate in the delivery of local and national initiatives, as determined by the class teacher.

**General**

- Work in a professional manner and with integrity and maintain confidentiality of records and information.
- Act in accordance with all school policies and procedures and relevant legislation, particularly in relation to child protection, health and safety and behaviour management.
- To understand your shared responsibility for the health, safety and welfare of all pupils and staff.
- Maintain up to date knowledge in line with national changes and legislation as appropriate to the role.
- Be aware of and comply with all Academy policies including in particular Health and Safety and Safeguarding.
- Participate in the Academy Appraisal process and undertake professional development as required.
- Actively participate in and contribute to staff meetings and INSET
- Adhere to all internal and external deadlines.

- Contribute to the overall aims and ethos of the Spencer Academies Trust and establish constructive relationships with nominated Academies and other agencies as appropriate to the role.
- These above mentioned duties are neither exclusive nor exhaustive, the post- holder maybe required to carry out other duties as required by the Trust.

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**Additional Information**

**The Spencer Academies Trust is committed to safeguarding and promoting the welfare of all our students and expects all employees and volunteers to share this commitment. All posts are subject to enhanced DBS checks and completion of Level 2 safeguarding training.**

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## Person Specification

| | Essential | Desirable |
|---|---|---|
| **Qualifications and experience** | | |
| • National Occupational Standards / NVQ Level 2 (or relevant equivalent or higher qualification) in Supporting Teaching and Learning. | ✓ | |
| • GCSE (or relevant equivalent qualification) in English, Maths and a Science subject (minimum Grade C). | ✓ | |
| • Working or volunteering with children. | ✓ | |
| • Working or volunteering with Early Years/Primary aged children in a school setting. | ✓ | |
| • Building relationships with children which promote learning. | ✓ | |
| • Gathering, collating/analysing information to make appropriate recommendations for action. | ✓ | |
| • Providing effective and clear reports for a range of audiences. | ✓ | |
| • Persuading/convincing pupils to take a certain course of action, solve minor problems. | ✓ | |
| • Collaborative and professional approach with all school stakeholders, including parents/carers, internal and external partners | ✓ | |
| • Basic understanding of child development and learning principles | | ✓ |
| • Working knowledge of national curriculum and other basic learning programmes / strategies. | | ✓ |
| **Knowledge and skills** | | |
| • An active and creative approach to teaching that will engage the minds of our pupils | ✓ | |
| • Knowledge and awareness of the National Curriculum for primary education | ✓ | |
| • Effective organisation skills to effectively manage time and prioritise as appropriate teaching and administrative duties | ✓ | |
| • Ability to work effectively in a team and build strong relationships with colleagues. | ✓ | |
| • Clear and accurate verbal and written communication skills | ✓ | |
| • Able to gain and maintain credibility with staff, parents/carers and other school partners. | ✓ | |
| • Effective written communication skills, able to write records and reports appropriate to a variety of audiences | ✓ | |
| • Statutory legislation relevant to child protection, health and safety | ✓ | |
| **Personal qualities** | | |
| • Enjoy working with young children | ✓ | |
| • Able to demonstrate patience, empathy and attention to all pupils | ✓ | |
| • Ability to reflect on own practice and learning and listen to advice | ✓ | |
| • Highly organised, self-motivated and resilient | ✓ | |
| • To work autonomously but know when to ask for assistance or refer to more senior staff | ✓ | |
| • Demonstrate a high moral commitment to the learning and achievement of all pupils | ✓ | |
| • Able to inspire in pupils, colleagues and governors, | ✓ | |
| • respect, confidence and credibility | ✓ | |
| • Inclusion and a positive, “can do” approach to learning | ✓ | |
| • A supportive ethos of enhancement, study support and extra-curricular activities | ✓ | |
| • Flexible working practices and willingness to go that “extra mile | ✓ | |
| • Commitment to the highest standards of child protection and safeguarding | ✓ | |
| • Recognition of the importance of personal responsibility for health and safety | ✓ | |
| • Commitment to the Trust’s ethos, aims and whole community. | ✓ | |
| • Responsible for promoting and safeguarding the welfare of children and young persons for whom you are responsible or come into contact with | ✓ | |
| • Not barred from working with children | ✓ | |