

JOB DESCRIPTION AND PERSON SPECIFICATION

Job Title	Teaching Assistant	Location	Three Peaks Primary Academy
Salary	Grade 4 Point 4 – 6 £24,404 - £25,183 FTE Actual salary: £6,382 - £6,586	Hours	11.25 hours per week Monday – Wednesday, 08:45 – 12:30) 38 weeks per year plus five additional Inset Days (total working weeks of 39)
Department	Support Staff	Reports To	Assistant Headteacher

JOB PURPOSE:

Develop an understanding of pupils' learning needs, including specific SEND needs, to support their access to lesson content and achieve learning objectives.

Under an agreed system of supervision, to assist in the supervision of classes, including developing and implementing work programmes and materials, managing pupil behaviour and assisting pupils in relevant activities in line with the school's policies and procedures.

KEY RESPONSIBILITIES AND DUTIES:

Support for Pupils

- Support learning and development of physical, intellectual, emotional and social skills of children at the very beginning of their educational career by engaging with and working with pupils through a range of classroom-based activities/tasks.
- Under the direction of the class teacher, following agreed lesson plans, support the teaching and learning of individual or groups of pupils, using support strategies appropriate to the needs of pupils, providing feedback and liaising over problems.
- To observe pupils' performance and engagement, using the systems in place in the class to provide the teacher with feedback on pupil progress and learning.
- Contribute to the intellectual and social development of pupils and work with individual children to support the achievement of literacy and numeracy targets and in other specific curriculum areas, as directed
- Where appropriate, provide and support pupils with appropriate resources and verbal intervention during the lesson.
- Contribute to the monitoring, recording and assessment of pupil progress through observation and questioning, against pupil targets (and Individual Educational Plans where relevant) keeping detailed records of individual's progress.
- Contribute to the care, health and welfare of pupils in accordance with the school's health and safety and related policies.
- Provide feedback to teachers, parents and the SEND team on individual children and their progress.
- Provide feedback to pupils in relation to progress and achievement under the guidance of the teacher and following the school policies.

JOB DESCRIPTION AND PERSON SPECIFICATION

- Be articulate and demonstrate the correct use of standard English.
- To listen to pupils and respond to their needs.
- Help reinforce and promote independent learning and social skills by supporting pupils in groups.
- Keep pupils on task and to build motivation by modelling good practice.
- Assist and take responsibility for the teaching of groups of children.
- To contribute to raising standards by ensuring expectations are promoted for pupils.
- Support a high-quality pastoral structure so all pupils fulfil their potential.

Support for the Teacher

- Contribute to the development of a purposeful working atmosphere and implement and monitor the school's behaviour and any related policies and procedures. Invigilate tests and examinations as directed.
- Prepare materials and resources.
- Develop and maintain supportive relationships with parents, carers and others of the pupil's community.
- Monitor pupils' responses to learning activities and accurately record achievement/progress as directed. Provide feedback to teachers on pupils' achievement, progress, problems, etc.
- Work collaboratively with other agencies and professionals, as necessary, including educational psychologists, health professionals, education welfare officers, to meet the personal and educational needs of individual pupils.
- Contribute to the order and cleanliness of the classroom environment. This may involve tidying the class, cleaning up spills, etc.
- Assist with the planning of learning activities and creating/developing resources.
- Promote good pupil behaviour, dealing promptly with conflict and incidents in line with established policy and encourage pupils to take responsibility for their behaviour.
- Provide general clerical / administrative support.

Support for the Curriculum

- Prepare, maintain and use equipment/resources required to meet the lesson plans and assist pupils in their use, including supporting the use of ICT in learning activities and developing pupils' competence in its use.
- Undertake structured and agreed learning activities/teaching programmes, adjusting activities according to pupil responses, including undertaking phonics or Maths/English interventions, recording achievement and progress and feeding back to teachers.
- Prepare, maintain and deploy appropriate learning aids, materials and equipment.

Support for the School

JOB DESCRIPTION AND PERSON SPECIFICATION

- As required, contribute to specific aspects of teaching, learning and personal development, for example swimming, school visits, etc.
- Supervise pupils on the playground and elsewhere on the school site and premises as required as part of the school's agreed duty rota.
- Be aware of and comply with policies and procedures relating to child protection, health, safety and security, teaching and learning, 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.

Other Responsibilities

- Work with the Headteacher to identify personal and professional training needs and participate in any courses arranged to address those needs.
- Respect the confidentiality of pupil information and respond sensitively to pupils' needs.
- Attend and participate in relevant meetings as required and participate in training and other learning activities and performance development as required.
- Share good practice and provide teachers and other support staff with information from courses etc
- Follow Health and Safety procedures at all times, particularly with regard to pupil safety and that of staff colleagues
- Administer minor first aid (as trained), dispense medically prescribed controlled drugs in accordance with the school's procedures (as trained) and to attend to children who are sick as necessary.
- Be aware of and maintain full understanding of procedures to follow in the event of an emergency
- Keep up-to-date with and follow, Safeguarding / Child Protection procedures.
- Undertake other similar activities that may fall within the grade and scope of the post as directed by the Headteacher.
- This job description is not necessarily a comprehensive definition of the post, and the post holder will be required to undertake other duties appropriate to the grade and character of the work as directed.

JOB REQUIREMENTS:		
	Essential	Desirable
QUALIFICATIONS AND TRAINING	<ul style="list-style-type: none"> • Good GCSE (or equivalent) results including Maths and English • NVQ 3 for Teaching Assistant or Early Years Qualification (or recognised equivalent) 	<ul style="list-style-type: none"> • Read, Write Inc. phonics knowledge and experience. • Paediatric first aid qualification.
EXPERIENCE	<ul style="list-style-type: none"> • Successful experience of working within EYFS/KS1 or KS2. • Experience of planning & working with areas of the curriculum. 	<ul style="list-style-type: none"> • In depth understanding of areas of learning e.g. literacy, numeracy, science or SEN

JOB DESCRIPTION AND PERSON SPECIFICATION

	<ul style="list-style-type: none"> • Experience of supporting SEND children, including those with ASD. 	<ul style="list-style-type: none"> • Experience of supporting challenging children with complex physical and emotional needs, including children with speech and language difficulties
KNOWLEDGE AND UNDERSTANDING	<ul style="list-style-type: none"> • Knowledge of areas within the curriculum relating to the primary age range. • Good knowledge of how children learn. • Ability to remain calm and supportive in unexpected and/or emergency situations. • An understanding of curriculum matters and to be able to contribute effectively to curriculum development, planning, evaluation and implementation. • Full working knowledge of relevant policies/codes of practice and awareness of relevant legislation. • Understanding of the principles of child development and learning processes. • Effective use of ICT to support learning • Ability to plan effective actions for students who are at risk of underachieving 	
SKILLS AND PERSONAL ATTRIBUTES	<ul style="list-style-type: none"> • Well-developed interpersonal skills to be able to relate well to a wide range of people. • Excellent communication skills • Ability to work constructively as part of a team whilst being able to demonstrate initiative • Friendly, whilst being professional and respectful • Open, honest and an active listener • Takes responsibility and accountability • Demonstrates a 'can-do' attitude • Is adaptable to change • Acts with pace and urgency; is energetic, enthusiastic and decisive. • Has the ability to learn from experiences and challenges • Effective positive behaviour management strategies. • Flexible, self-motivated and enthusiastic. • Willingness to work with all age groups. • Ability to relate well to adults and children from all backgrounds and a wide range of ability. 	
EQUAL OPPORTUNITIES	A demonstrable commitment to supporting and promoting safeguarding, student welfare, equality and diversity	
SAFEGUARDING	A thorough understanding of up-to-date safeguarding requirements and best practice	
OTHER REQUIREMENTS	High expectations for every pupil and a proven track record of making a difference to the learning and experiences of pupils inside and outside the classroom.	

JOB DESCRIPTION AND PERSON SPECIFICATION

Creative Education Trust is committed to safeguarding and promoting the welfare of our children and young people and expects all staff and volunteers to share this commitment. The successful applicant will be required to undertake relevant safeguarding checks in line with Government safer recruitment guidelines.