

POST TITLE: Teaching Assistant (Primary)	GRADE Grade 3
RESPONSIBLE TO: Head Teacher / SENCO	
DATE: January 2022	

Responsible for No direct reports

Key liaisons Multi Academy Trust School staff and school leadership team
Classroom Teachers
Parents/Carers
Pupils
External agencies
Visitors

Hours of Work Part time, 30 hours. Term Time Only plus 2 INSET days

Purpose of role

- Work under the guidance of teaching/senior staff and within an agreed system of supervision
- To implement agreed work programmes with individuals/groups, in or out of the classroom (this could include those requiring detailed and specialist knowledge in particular areas and will involve assisting the teacher in the whole planning cycle and the management/preparation of resources)
- To supervise whole classes occasionally during the short-term absence of teachers
- To assist pupils in the classroom; working with pupils in groups or on a one to one basis
- To maintain good order in the classroom, assist pupils to undertake set activities; to keep pupils on task and respond to questions

Duties

Support for Pupils

- Attend to the pupils' personal needs, and implement related personal programmes, including social, health, physical, hygiene, first aid and welfare matters, as appropriate
- Supervise and support pupils, ensuring their safety and access to learning
- Use specialist (curricular/learning) skills/training/experience to support pupils
- Assist with the development and implementation of Individual Education/Behaviour Plans
- Establish constructive working relationships with pupils, setting high expectations and acting as a role model
- Promote the inclusion and acceptance of all pupils
- Support pupils consistently whilst recognising and responding to their individual needs
- Encourage pupils to interact and work co-operatively with others and engage all pupils in activities
- Set challenging and demanding expectations and promote self-esteem and independence
- Employ strategies to recognise and reward achievement of self-reliance
- Provide feedback to pupils in relation to progress and achievement
-

Support for Teacher

- Work with the teacher to establish an appropriate learning environment
- Work with the teacher in lesson planning, evaluating and adjusting lessons/work plans as appropriate
- Monitor and evaluate pupils' responses to learning activities through observation and planned recording of achievement against pre-determined learning objectives

- Provide objective and accurate feedback and reports as required to the teacher on pupil achievement, progress and other matters, ensuring the availability of appropriate evidence
- Be responsible for keeping and updating records as agreed with the teacher, contributing to reviews of systems/records as requested
- Promote positive values, attitudes and good pupil behaviour, dealing promptly with conflict and incidents in line with established policy and encourage pupils to take responsibility for their own behaviour
- Liaise sensitively and effectively with parents/carers as agreed with the teacher within your role/responsibility and participate in feedback sessions/meetings with parents with, or as directed
- Administer and assess routine tests and invigilate exams/tests
- Provide general administrative support e.g. administer coursework; produce worksheets for agreed activities etc.

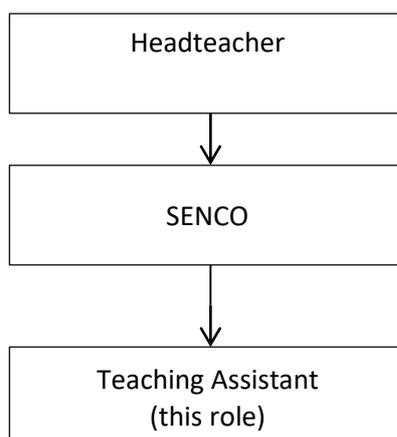
Support for the Curriculum

- Implement agreed learning activities/teaching programmes, adjusting activities according to pupil responses/needs
- Implement local and national learning strategies e.g. literacy, numeracy, and make effective use of opportunities provided by other learning activities to support the development of relevant skills and feeding back to the teacher, as appropriate
- Support the use of ICT in learning activities and develop pupils' competence and independence in its use
- Help pupils to access learning activities through specialist support
- Determine the need for, prepare and maintain general and specialist equipment and resources

Support for the School

- Input into reviews and reports e.g. EHC plans etc
- 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
- Contribute to the overall ethos/work/aims of the school and wider Trust
- Establish constructive relationships and communicate with other agencies/professionals, in liaison with the teacher, to support achievement and progress of pupils
- Attend and participate in regular meetings, as required
- Participate in training and other learning activities and performance development, as required
- Recognise own strengths and areas of expertise and use these to advise and support others
- Provide appropriate guidance and supervision and assist in the training and development of other staff as appropriate
- Undertake planned supervision of pupils' out of normal lesson times, including lunchtimes, as appropriate
- Supervise pupils on visits, trips and out of school activities, as appropriate
- Work constructively as part of a team, understanding classroom roles and responsibilities and your own position within these

Structure



Data Protection and Safeguarding

- Work within the requirements of Data Protection at all times
- Understand your responsibilities in relation to Safeguarding and child protection and how to highlight an issue / concerns
- Remain vigilant to ensure all pupils are protected from potential harm

General

- The post-holder will be expected to undertake any appropriate training provided by the Trust to assist them in carrying out any of the above duties.
- The post-holder will be expected to contribute to the protection of children and young people, as appropriate, in accordance with any agreed policies and/or guidelines, reporting any issues or concerns to their immediate line manager.
- The post-holder will be required to promote, monitor and maintain health, safety and security in the work place. To include ensuring that the requirements of the Health & Safety at Work Act, COSHH, and all other mandatory regulations are adhered to
- An Enhanced Disclosure with the Disclosure and Barring Service (DBS) will be undertaken before an appointment can be confirmed. The successful candidate will be required to disclose all convictions and cautions, including those that are spent; the exception being certain, minor cautions and convictions which are 'protected' for the purposes of the 'Exceptions' order.

<https://www.gov.uk/government/collections/dbs-filtering-guidance> '

This job description only contains the main accountabilities relating to the posts and does not describe in detail all of the duties required to carry them out. The post holder may be required to undertake other duties and responsibilities that are commensurate with the nature and level of the post.

Futura Learning Partnership is committed to safeguarding and promoting the welfare of children and young people and expects all staff and volunteers to share this commitment. For this post prior to appointment, Futura Learning Partnership will apply for an enhanced disclosure certificate from the Disclosure and Barring Service.

Please refer to the Employee Specification on the following page.

Person Specification - Teaching Assistant	Essential (E) or Desirable (D)
Education	
Good standard of education (5 x GCSE's – English and Maths C or above)	E
A relevant, recognised qualification such as the NVQ Level 3 for Teaching Assistants or equivalent	E
Qualified first aider	D
Experience	
Minimum of 1 years recent, relevant experience supporting pupils in the classroom	E
Experience of applying a range of strategies to support pupils in the classroom with the minimum of supervision	E
Minimum 1 years recent relevant experience supporting pupils in the classroom with additional needs	E
Understanding of classroom roles and responsibilities and your own position within these	E
Understanding of principles of child development and learning processes and in particular, barriers to learning	E
Contributing to pupil reviews and reports e.g. EHC, IBPs etc.	D
Behaviours	
Confident	E
Enthusiastic	E
Self-motivated	E
Professional and approachable	E
Positive attitude to change	E
Skills	
Natural communicator with the ability to relate well to both pupils and adults	E
Under the guidance of teaching/senior staff and within an agreed system of supervision: -Ability to plan and implement effective actions for pupils at risk of underachieving - Support a range of pupils in the classroom including those with additional needs	E
Ability to work collaboratively and constructively as part of a team	E
Good use of initiative	E
Ability to supervise a group of pupils	E
Ability to plan effective actions for pupils at risk of underachieving	E
Good IT skills; ability to use IT to support learning	E
Ability to self-evaluate learning needs and actively seek learning opportunities	D
Working knowledge of national curriculum and other relevant learning programmes etc	D
Excellent planning and organisation skills	E
Attributes	
Committed to the values of Futura Learning Partnership	E
Committed to Equality and Diversity	E
Committed to own continuing professional development	E
Other	
Willingness to become a qualified first aider	E
Occasional work outside normal working hours - prior notice given	E
Good sense of humour	E