

JOB DESCRIPTION AND PERSON SPECIFICATION

Job Title	Teaching Assistant	Location	Wroughton Academies
Salary	NJC Scale D. Points 5-6. £24,790 - £25,183 per annum (£19,882.05 - £20,197.24 actual salary).	Hours	34.5 hours, term-time + 1 week.
Department	Support Staff	Reports To	Assistant Headteacher

JOB PURPOSE:

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. To provide specialised support for those with SEND where appropriate, enable access to learning for pupils and assist the teacher in the management of pupils and the classroom. Liaise with teachers, other support, health and education specialists, parents, visitors and volunteers.

KEY RESPONSIBILITIES AND DUTIES:

Support for Pupils

- To ensure that children are suitably supported to meet their age-related expectations
- Where appropriate, to provide pastoral, first aid, administering medication, intimate care, restorative conversations or other support to children.
- Supervise and provide particular support for pupils with SEND, Pupil Premium and the more able.
- Where appropriate, provide and support pupils with appropriate resources and verbal intervention during the lesson.
- 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.

Support for Teachers

- Assist with the planning of learning activities and creating/developing resources.
- Create and maintain a purposeful, orderly and supportive environment, in accordance with lesson plans and assist with the display of pupils' work.
- Support pupils to achieve learning goals, by following the school's feedback policy.
- Monitor pupils' responses to learning activities and accurately record achievement/progress as directed. Provide feedback to teachers on pupils' achievement, progress, problems, etc.
- 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 and invigilate assessments. Undertake routine marking of pupils' work and provide clerical/admin support.

Support for the curriculum

- 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.

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- 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.

Support for the school

- 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.
- 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.
- Attend weekly staff briefings, CPD events and year meetings.
- Undertake other similar activities that may fall within the grade and scope of the post as directed by the Headteacher.

JOB REQUIREMENTS:

	Essential	Desirable
QUALIFICATIONS	<ul style="list-style-type: none"> • Good numeracy/literacy skills (Level 2 or equivalent); • Completion of DfES Teacher Assistant Induction Programme or equivalent experience. • NVQ 2 or higher in teaching assistance or experience. 	<ul style="list-style-type: none"> • Phonics knowledge • First Aid training/training in specific medical procedures.
EXPERIENCE	<ul style="list-style-type: none"> • Experience of working in a supportive role across EYFS, Key Stage 1 or Key Stage 2 	
KNOWLEDGE AND UNDERSTANDING	<ul style="list-style-type: none"> • Understanding of the current EYFS, Key Stage 1 and Key Stage 2 Curriculums. • Effective use of ICT and resources to support learning; • Knowledge of relevant policies/codes of practice and awareness of legislation; • Proven capabilities in supporting the learning of SEND pupils. • Ability to monitor pupils' responses to learning and provide detailed and regular 	<ul style="list-style-type: none"> • Demonstrate a commitment to CPD in the last 12 months.

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	<p>feedback to on pupils' achievement/progress.</p> <ul style="list-style-type: none"> • Ability to relate well to children and adults. • Ability to work constructively as part of a team, understanding classroom roles and responsibilities and your own position within these 	
SKILLS AND PERSONAL ATTRIBUTES	<ul style="list-style-type: none"> • Confident and efficient in managing Children and behaviour. • Focused on ensuring all children make progress. • Ability to relate to children and adults in an empathetic manner. • Demonstrable experience of building effective relationships. • Resilience, motivation and commitment to driving up standards of work and achieving excellence. • Ability to respond swiftly and effectively to the unexpected. • Good communication skills, both orally and in writing e.g. letters and reports. 	
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.	

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.