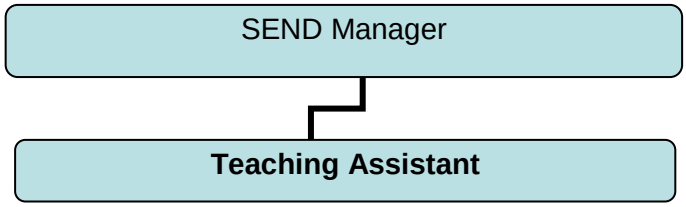
MAIDEN ERLEGH TRUST

Maiden Erlegh School
Job description

Role	**Teaching Assistant**	**Reports to**	SEND Manager
Grade	Grade 3 Spinal point 14 Actual Salary £11,018 per annum	**Hours of work**	27.5 hours per week, term time plus 2 days INSET
Purpose	To facilitate learning by supporting the needs of individual pupils and small groups of pupils in accordance with school policy and government initiatives in the pursuit of high standards of pupils achievement.		
Scope	**Main contacts:** pupils, staff, parents, external agencies	**Staff responsibilities:** No	**Financial accountability:** None
Accountabilities	▪ Liaise with class teacher on a daily basis to discuss class tasks and enable students to become independent learners within their own ability and assisting the teacher with social skills. Regularly report back to the teacher on student progress and areas of concern ▪ Work with small groups or individual students, clarifying and explaining instructions, ensuring that students are able to use equipment and materials whilst motivating pupils to complete work - this may include after school Homework club or working within a subject area such as Maths, English, Science or PE ▪ Establish productive working relationships with students, acting as a role model and setting high expectations. ▪ Assist the teacher in classroom discipline re-enforcing the teacher's standards of behaviour and tidiness within the classroom ▪ To help deliver educational programmes, assist with the development of reading, writing, spelling and listening skills ▪ Prepare resources ▪ Monitor and assess students and record and report on achievements and development ▪ Various duty rota activities under the general direction of the Head of School ▪ Any other duties that reasonably fall within the purview of the post, which may be allocated after consultation with the post holder.		
Personal Attributes	• NVQ Level 2 / CACHE Level 2 Certificate or equivalent • NVQ Level 2 or equivalent in English and Maths • Knowledge of the school curriculum • Good questioning skills • Good observation and assessment skills • Knowledge of the standard of work expected from pupils • Understanding of open-ended questioning and investigative work • Understanding of their role to assist and supervise pupils on particular tasks and the expected outcome of individual activities within the allocated timescale • Excellent communication skills and interpersonal skills • Ability to work within a team working environment and also able to work independently. • Confidentiality at all times		

	• Some experience with children with special needs is desirable but not essential • Calm under pressure, adaptable and energetic • A caring and positive attitude, a good listener and sensitive to pupils needs • A sense of responsibility • Positive behaviour management • A good sense of humour • Flexibility and use of initiative is very important • Flexible approach to working and commitment to ongoing service and personal development (through self-evaluation and learning from others)
Organisational Chart	

"The Trust is committed to safeguarding and promoting the welfare of children and young people and expects all staff and volunteers to share this commitment".

Signed: _____ Date: _____

Post holder