

Job Description

Job title: Teaching Assistant
Reports to: SENCO
Location: Wilmington Academy

Job purpose

To be able to inspire and motivate children. It is important for our school that you want to contribute to the growth and development of every child and to meet their individual needs.

General responsibilities

- Working with the class teacher, SENCO and other support staff to prepare resources and deliver lessons to individuals and small groups
- Working in partnership with parents and external agencies to support children
- Delivering Planning Preparation and Assessment release time, alongside another Teaching Assistant
- Following and implementing all school policies and procedures
- Being reliable, punctual and consistent in your work

Essential:

- To have expectations for all children's achievement
- To be able to make a difference in the lives of the children who attend this school
- To be able to build excellent relationships with parents and staff
- To be creative and innovative
- To be able to take the initiative
- To be determined to succeed

Desirable:

- Experience of working with children
- Positive, friendly and upbeat personality
- At least one year's experience working as a Teaching Assistant
- Knowledge of Child Protection/Safeguarding
- The ability to be proactive and flexible
- Professional development

Safeguarding of students and Duty of care

All staff, regardless of role, level of seniority and location, have a responsibility to ensure the highest levels of safeguarding and promoting the welfare of our pupils, and we expect all our staff and volunteers to share this commitment. We must collectively create an environment where children feel safe to learn, play, and grow. Children should feel comfortable in their surroundings and know that they can approach any responsible adult with any problems or concerns.

All staff must be able to identify any children who are at risk of harm, and know the characteristics of abuse or neglect. If you suspect or confirm harm then it's essential you know what actions to take.

Annual safeguarding training is offered to all staff at Leigh Academies Trust, and it is the staff member's responsibility to be aware of the most up to date guidance documented in the [Keeping Children Safe in Education document \(Department of Education\)](#).

Notes

The job description allocates duties and responsibilities but does not direct the particular amount of time to be spent on carrying them out and no part of it may be so construed. This job description is not necessarily a comprehensive definition of the post. It will be reviewed at least once a year and may be subject to modification or amendment at any time after consultation with the holder of the post.

The duties may be varied to meet the changing demands of the academy/business unit at the reasonable discretion of the Principal/Director. This job description does not form part of the contract of employment. It describes the way the post-holder is expected and required to perform and complete the particular duties as set out in the foregoing.