

Teaching Assistant (Grade B)

Job Description

Key purpose of the role

Enable the Trust to realise its mission to 'Transform lives, strengthen communities and make the world a better place by supporting and assisting with classroom management.'

Your responsibilities

- To work under the direct instruction of the teacher/SLT to support pupils learning
- Support pupils access to learning by supporting the teacher with classroom management
- Attend to the welfare and personal care of pupils including those with special needs.
- Supervising and providing support for pupils in small groups or one to one
- Undertaking general clerical/organisational tasks for the teacher.
- Being aware of and work with planned learning opportunities
- Under supervision contribute to the planning of pupil's work
- Working with the teacher in managing pupil behavior and reporting any difficulties
- Complying with procedures and policies relating to safeguarding, health and safety, security, confidentiality and data protection.
- Assisting with the supervision of pupils out of lesson times, including before and after school and at lunchtimes as required

Grading criteria

- Support colleagues to familiarise themselves with their role
- Follow instructions and procedures which may occasionally need to be adapted to resolve routine problems
- Contacts will be straight forward
- Undertake work which is carried out within clearly defined rules or procedures.
- Make decisions which have limited or short-term effect on immediate colleague, students or members of the community
- Work where tasks are interchanged but the program is not normally interrupted.
- Work requiring substantial physical effort with short periods of intense physical effort; or normal physical effort regularly in awkward postures.
- Work may be outside or inside but with exposure to moderate noise, heat or difficult conditions
- Potential risk to personal safety due to contact with clients
- Has practical skills in a specific area.

Job title

Person Specification

Qualifications	<ul style="list-style-type: none"> • Completion of relevant training/qualifications or equivalent level of Knowledge and skills • Good numeracy and literacy skills with a GCSE (or equivalent) in English and Maths (grade 4 or above) 	Essential
Experience	<ul style="list-style-type: none"> • Experience of working or caring for pupils 	Essential
Key skills	<ul style="list-style-type: none"> • Excellent Communication skills • The ability to relate well to children and adults • The ability to work effectively in a team, with a positive and collaborative manner • Good Microsoft Office skills (Word, Excel and PowerPoint) • Able to fulfil all aspects of the role with confidence and fluency in English 	Essential Essential Essential Essential Essential
Values	<ul style="list-style-type: none"> • Ambitious: works hard, has the highest standards and is positive for the future. • Selfless: is self-aware and emotionally intelligent to be able to support self and others to thrive. Works selflessly to support the Trust's mission and strategic priorities. • Collaborative: builds strong relationships and networks. 	Essential Essential Essential
Job Evaluation	JE Job Number: TA2 JE Score: 252 Grade: B	