

# JOB DESCRIPTION

<b>Job Title:</b>	Teaching Assistant	<b>Reporting to:</b>	Assistant Headteacher
<b>Location:</b>	Jewellery Quarter Academy	<b>Annual salary:</b>	Grade 2, point 3-8 £20,812 - £22,777 FTE £16,205 – 17,736 Pro Rata. Grade 3 available depending on qualifications.
<b>Contract type:</b>	Term time only, permanent	<b>Hours of work:</b>	32.5 Monday – Friday Term Time Only

## ROLE PURPOSE:

To work effectively to secure excellent academic outcomes for students. To collaborate with classroom-based staff and successfully contribute to the personal development, behaviour and attitudes of students.

## MAIN DUTIES:

- Support the activities of individual students/groups of students in the classroom, or through the delivery of targeted intervention outside the classroom.
- Participate in the education of students, including contributing to their health and wellbeing
- Work with targeted students individually and in small groups in form time.
- Support in organising an effective learning environment and maintaining appropriate records.
- Support literacy and numeracy activities both in the classroom and through targeted intervention.
- Support and uphold the Academy’s safeguarding practices.
- Contribute to the management of student behaviour by promoting Academy policies with regard to their behaviour; support the implementation of strategies to manage student behaviour.
- To take part in after school meetings and CPD sessions, as required.
- Review ‘Learner Support Plans’ every term.
- Lead after school enrichment sessions when required for those students who require catch-up.
- Any other duties deemed appropriate to the grade and workload as requested by the Governors/Trust/Headteacher (or Deputy Headteachers, in the absence of the Headteacher)
- To participate in Academy’s Performance Management cycle.
- Such other duties as may be appropriate to achieve the objectives of the post to assist the leadership team in the fulfilment of its objectives commensurate with the post holder's salary grade, abilities and aptitudes.

## SPECIAL CONDITIONS OF EMPLOYMENT

### REHABILITATION OF OFFENDERS ACT 1974

This job is exempt from the provisions of the Rehabilitation of Offenders Act 1974. Appointment to this job is subject to an enhanced DBS disclosure being obtained, and any relevant convictions cautions and reprimands being considered. Any arrests, convictions cautions or reprimands of relevance, obtained by the jobholder after enhanced DBS clearance has been acquired, must be disclosed to the Headteacher by the jobholder. Failure by the jobholder to do so, or the obtaining by the jobholder of a relevant conviction caution or reprimand, may be managed in accordance with CORE Education Trust Disciplinary Procedure.

### HEALTH AND SAFETY

The jobholder is required to exercise their duty of care by taking responsibility for their own health and safety, and the health and safety of other people who may be affected by their acts or omissions (failure to



act). Full guidance regarding health and safety is set out in CORE Education Trust Health and Safety Policy, and in any risk assessments relevant to the jobholder’s role or circumstances. Both can be accessed via the jobholder’s line manager and must be observed.

#### EQUALITY AND DIVERSITY

CORE Education Trust is committed to equality and values diversity. As such, it is committed to fulfilling its Equality Duty obligations and expects all staff and volunteers to share this commitment. This Duty requires the Trust to have due regard to the need to eliminate unlawful discrimination, harassment and victimisation, advance equality of opportunity and foster good relations between people who share characteristics, such as age gender, race and faith, and people who do not share them. Staff and volunteers are required to treat all people they encounter with dignity and respect and are entitled to expect this in return.

#### TRAINING AND DEVELOPMENT

The Academy has a shared responsibility with the jobholder for identifying and satisfying training and development needs. The jobholder is expected to actively contribute to their own continuous professional development and to attend and participate in any training or development activities required to assist them in undertaking their role and meeting their safeguarding and general obligations.

#### MOBILITY:

The jobholder may be required to transfer to any job appropriate to their grade at such a place as in the service of the Trust they may be required, in accordance with legitimate operational requirements and / or facilitating the avoidance of staffing reductions.

This job description may be subject to review and / or amendment at any time to reflect the requirements of the job. Any amendments will be made in consultation with any existing jobholder and will be commensurate with the grade for the job. The jobholder is expected to comply with any reasonable management requests.

**CORE Education Trust is committed to safeguarding and promoting the welfare of children and young people and expects all staff to share this commitment. An enhanced DBS (Disclosure and Barring Services) Check is required for all successful applicants.**

<b>Job Description Reviewed on:</b>	August 2023
<b>Job Description Reviewed by:</b>	HR



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CORE Education Trust is committed to safeguarding and promoting the welfare of children and young people and requires all staff and volunteers to share this commitment. All posts will be subject to a DBS clearance at Enhanced level.

The Person Specification outlines the main attributes needed to adequately perform the post specified. It is intended to give prospective candidates a better understanding of the post requirements. It will be used as part of the recruitment process in identifying and shortlisting candidates.

	Essential	Desirable
<b>Education, Training and Qualifications</b> <ul style="list-style-type: none"> <li>GCSE English and Maths (grade A*-C) or equivalent.</li> <li>A level degree in Maths, English or an English related subject.</li> <li>A qualification in an area of Special Educational Needs.</li> </ul>	X  X	X
<b>Experience, Knowledge, Skills /Competencies</b> <ul style="list-style-type: none"> <li>Experience of working within a school environment.</li> <li>A good understanding of child development and learning processes.</li> <li>The ability to follow instructions from the teacher and also be able to work independently.</li> <li>To make effective contributions to the team as appropriate.</li> <li>Experience of and the ability to deal positive with children and parents.</li> <li>The ability to manage behaviour effectively.</li> <li>The ability to implement assessment for learning under the guidance of the teacher.</li> <li>Experience of working with students with Special Educational needs.</li> </ul>	X X  X X  X X X	X
<b>Personal Attributes</b> <ul style="list-style-type: none"> <li>Demonstrate resilience, the ability to work under pressure and meet deadlines.</li> <li>Ability to think strategically, creatively and to prioritise workload.</li> <li>Excellent communication skills (including written, oral and presentation skills).</li> <li>Excellent interpersonal skills.</li> <li>Willingness to work as a team and support others in the team.</li> </ul>	X  X X X	

# HOW TO APPLY

For further information about this exciting opportunity, or an informal discussion please contact Recruitment on [recruitment@core-education.co.uk](mailto:recruitment@core-education.co.uk)

To apply for this role please submit your Application Form to [recruitment@CORE-education.co.uk](mailto:recruitment@CORE-education.co.uk)

For more information visit our website, [CORE-education.co.uk/work-with-us](https://CORE-education.co.uk/work-with-us)

We **reserve the right to close** this vacancy **early** if we receive sufficient applications for the role. Therefore, if you are interested, please submit your application as **early** as possible.

CORE Education Trust is committed to safeguarding and promoting the welfare of children and young people and expects all staff to share this commitment. An enhanced DBS (Disclosure and Barring Services) Check is required for all successful applicants.

CORE Education Trust is committed to promoting equality, challenging discrimination, and developing community cohesion. We welcome applications from all sections of the community. We are an Equal Opportunities and Living Wage employer.



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**CORE** EDUCATION