

JOB DESCRIPTION

School/College:	Gaywood Primary School
Job Title:	Teaching Assistant
Grade:	Grade C
Hours/weeks:	28.75 hours per week, term time plus one week
Responsible to:	Headteacher & Senior Leadership Team
Working With:	Headteacher Senior Leadership Team Teachers

Purpose of the Job

To work under the instruction/guidance of teaching staff to undertake work/care/support programmes, to enable access to learning for pupils and to assist the teacher in the management of pupils and the classroom. Work may be carried out in the classroom or outside the main teaching area.

Responsibilities

- Supervise and provide particular support for pupils, including those with special needs, ensuring their safety and access Individual Teaching Plans (ITP's) under the direction of the teacher.
- Establish constructive relationships with pupils and interact with them according to individual needs.
- Promote the inclusion and acceptance of all pupils.
- Encourage pupils to interact with others and engage in activities led by the teacher.
- Set challenging and demanding expectations and promote self-esteem and independence.
- Provide feedback to pupils in relation to progress and achievement under the guidance of the teacher.
- Uphold the Code of Conduct of the School.

- Administer routine tests and invigilate exams and undertake routine marking of pupils' work and provide clerical/admin support.
- Create and maintain a purposeful, orderly and supportive environment, in accordance with lesson plans, including displays.
- Use strategies, in liaison with the teacher, to support pupils to achieve learning objectives.
- Monitor pupils' responses to learning activities and accurately record achievement/progress as directed.
- Provide detailed and regular feedback to teachers on pupils' achievement, progress, problems etc. in line with school policy.
- Promote good pupil behaviour, dealing promptly with conflict and incidents in line with school policy and encourage pupils to take responsibility for their own behaviour.
- Undertake routine marking of pupils' work for groups they have led as directed.
- Provide admin support e.g. photocopying, filing.
- To carry out any other duty which is deemed reasonable by the Headteacher.

Support for the Curriculum

- Undertake structured and agreed learning activities/teaching programmes.
- Prepare, maintain and use equipment/resources required to meet the lesson plans/relevant learning activity 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 especially those relating to child protection, health, safety and security, 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
- Contribute to the overall ethos/work/aims of the School
- Appreciate and support the role of other professionals
- Attend and participate in relevant meetings as required
- Participate in training and other learning activities and performance development as required
- Assist with the supervision of pupils out of lesson times e.g. before/after school, playtimes, lunchtimes
- 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
- Adopt confidentiality at all times

Promotion of School Values

There is a requirement for this post holder to:

- Contribute to whole school events as and when required.

- Positively support the work of West Norfolk Academies Trust and develop strong working relationships with Trust staff to ensure the school maximises the benefits from the Trust partnership.
- Support and contribute to the School's commitment to safeguarding all students.
- Maintain awareness of the School's duty of care in relation to staff, students and visitors and to comply with all health and safety policies at all times.
- Comply with the codes of conduct, regulations and policies of the School and Trust and its commitment to equal opportunities.

Job context and flexibility

The duties and responsibilities listed in this job description provide a summary of the main aspects of the role. This is not an exhaustive list and the post holder may be required to carry out other tasks, as deemed appropriate to the grade and nature of the post.

This job description is current at the date indicated below but, in consultation with the post holder, it may be changed by the Headteacher to reflect or anticipate changes in the post commensurate with the grade or job title.

Due to the routine of the school, the workload may not be evenly spread throughout the year. Flexibility of hours, and a flexible attitude and willingness to assist others in the team, when required is necessary. This Job Description sets out the duties and responsibilities of the post at the time it was drawn up. Such duties and responsibilities may vary from time to time without changing the general character of the duties or the level of responsibility entailed. Such variations are a common occurrence and cannot themselves justify a reconsideration of the grading of the post.

Where the post holder has a budgetary responsibility, it is a requirement of the role to work within the Academy's financial regulations.

The post holder will have a shared responsibility for the safeguarding of all children and young people. The post holder has an implicit duty to promote the welfare of all children and young people. The Trust is committed to safeguarding and promoting the welfare of children and young people and expects all staff and volunteers to share in this commitment. All staff will be subject to an enhanced DBS (Disclosure and Barring Service) check.

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PERSON SPECIFICATION

Qualifications	Essential	Desirable	How assessed
Level 2 English	✓		App/Int
Level 2 Maths	✓		
Additional qualifications relevant to the role i.e. childhood development, special education, health and social care, NVQs (Level 2 or above).		✓	

Experience	Essential	Desirable	How assessed
Working with, or caring for, children of a similar age	✓		Appl/Int/Ref
Working closely with others as part of a team	✓		

Skills, Attributes & Knowledge	Essential	Desirable	How assessed
Ability to work effectively under pressure	✓		App/Int/Ref
Ability to focus on standards and the belief that all students can succeed given the right opportunity and support	✓		
Demonstrate a commitment to equal opportunities	✓		
Confident and competent in the use of ICT	✓		
Ability to adapt resources to meet individual student needs		✓	

Personal qualities	Essential	Desirable	How assessed
Positive attitude to work	✓		App/Int/Ref
Supporting positive mental health within the school	✓		
Ambition for self and others	✓		
Genuine concern for others	✓		
Decisive, determined and self-confident	✓		
Integrity, trustworthy, honest and open	✓		
Accessible and approachable	✓		
Excellent attendance and punctuality	✓		
Excellent interpersonal skills	✓		

Appl = Application form

Int = Interview

Ref = Reference