

Teaching Assistant

Job Description



Moving Onwards & Upwards

Job title:	Teaching Assistant
Salary scale:	G3 point 9
Hours of work:	35 hours per week 5 days per week
Weeks worked:	39 weeks per annum
Responsible to:	Senior Teaching Assistants, Year Team Leader, Assistant Headteacher
Responsible for:	n/a
Location:	Priestmead Primary School

This job description is not a contract of employment and will be reviewed and updated periodically in order to ensure that it relates to the job performed or to incorporate any proposed changes. This procedure will be conducted by the CEO, Academy Lead, Line Manager and in consultation with the postholder. In these circumstances, it will be the aim to reach an agreement on reasonable changes, but if an agreement is not possible, management reserves the right to make changes to the job description following consultation.

As a term of your employment, you may reasonably be expected to perform duties of a similar or related nature to those outlined in the job description.

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

When referring to the Trust, this also relates to the academies within the Trust.

Main purpose of the role

- Model positivity, passion and show a commitment to going above and beyond for the Priestmead community
- Be committed to teamwork through valuing all team members and being committed to effective communication
- Through direction from the teacher, be responsible for the learning and achievement of all pupils in the class/group ensuring equality of opportunity for all
- Be responsible and accountable for achieving the highest possible standards in behaviour and safety
- Treat pupils and staff with dignity, building relationships rooted in mutual respect, and at all times observing proper boundaries appropriate to a member of staff's professional position
- Work effectively in collaboration and partnership with learners, parents/carers, governors, other staff and external agencies in the best interests of pupils including wider cohesive community links as required
- Be a reflective and honest practitioner
- Take responsibility for promoting and safeguarding the welfare of children and young people within the school
- To work collaboratively across The Pegasus Partnership Trust
- Undertake other duties as reasonable requested by the Executive Headteacher/CEO, Academy Lead or your line manager.

Duties and responsibilities

- Attend to the pupils' personal needs, and implement related personal programmes, including social, health, physical, hygiene, first aid and welfare matters
- Encourage pupils to act independently as appropriate
- Supervise and provide particular support for pupils, including those with special needs, ensuring their safety and access to learning activities
- Assist with the development and implementation of Education, Health & Care Plans, Behaviour Plans, Support/Mentoring Plans and/or Personal Care programmes
- Set challenging and demanding expectations and promote self-esteem and independence
- Provide feedback to pupils in relation to progress and achievement under guidance of the teacher
- Use specialist (curricular/learning) skills/training/experience to support pupils
- Assist with the development and implementation of IEPs/Behaviour/
- Establish productive working relationships with pupils, acting as a role model and setting high expectations
- Support pupils consistently whilst recognising and responding to their individual needs
- Encourage pupils to interact and work co-operatively with others and engage all pupils in activities
- Interact with pupils during playtimes and lunchtimes ensuring they are safe, engaged, cooperating, happy and are well supervised
- Promote independence and employ strategies to recognise and reward achievement of selfreliance
- Supporting pupils in the Pegasus after School Club
 - **Assisting the Teacher at Priestmead Primary**
- Undertake pupil record keeping as requested
- Gather/report information from/to parents/carers as directed
- Use strategies, in liaison with the teacher, to support pupils to achieve learning targets
- Establish constructive relationships with parents/carers
- Administer routine tests and invigilate exams and undertake routine marking of pupils' work or checking of reading logs/ pupil planners etc, keeping the teacher informed
- Work with the teacher in lesson planning, evaluating and adjusting lesson/work plans as appropriate
- Monitor and evaluate pupils' responses to learning activities through observation and planned recording of achievement/progress against pre-determined learning objectives
- Provide objective and accurate feedback and reports as required, to the teacher on pupil achievement, progress and other matters, ensuring the availability of appropriate evidence
- Be responsible for keeping and updating record as agreed with the teacher, contributing to reviews of systems/records as requested
- Liaise sensitively and effectively with parents/carers as agreed with the teacher within your role/responsibility and participate in feedback sessions/meetings with parents, or as directed
 - **Professional development**
- Regularly review the effectiveness of your teaching support and assessment procedures and its impact on pupils' progress, attainment and wellbeing, refining your approaches where necessary responding to advice and feedback from colleagues
- Ensure year on year the quality of your teaching support of all subjects improves through commitment to professional development
- To have professional regard for the ethos, policies and practices of Priestmead Primary, and maintain high standards in your own attendance and punctuality
- Make a positive contribution to the wider life and ethos of the school through participation in extra-curricular clubs, assemblies, supporting Parent Association events, charity fundraising, national events etc
- Undertake continued professional development and training activities offered to further knowledge and skills, including the pursuit of professionally recognised qualifications.
- Proactively participating in regular performance management, led by your line manager, in accordance with the Appraisal Policy.

- To proactively completed statutory face to face and online training assigned to you by the deadline.

Responsibilities to the Trust and Priestmead Primary School

- Contribute to the development, implementation, and have a professional regard for The Trust's, **Children First** vision, ethos and overall success of the Trust and its academies.
- Be aware of and promote the safety and well-being of children in accordance with the Trust's Child Protection & Safeguarding Policy, Behaviour Policy, confidentiality and data protection, reporting all concerns in line with procedures.
- Be aware of, comply with, and apply the Trust's policies and procedures in relation to Adult Code of Conduct, Whistleblowing, Health and Safety, GDPR Data Protection, Equality and ICT.
- Be aware of, comply with, and apply professionally the ethos and all policies, procedures and best practices of the Trust, and those that form part of your role.
- Maintain the highest standards in attendance and punctuality, being professional in this regard and setting standards for the Trust.
- Collaborate, work effectively and share great practices with colleagues, governance, wider community and other relevant professionals within and beyond the Trust.
- Collaborate, work effectively and communicate with pupils, parents and carers in accordance with the Trust policies and procedures and your role.
- To appreciate and support the roles of others within the Trust and to treat others with dignity, value, respect whilst observing proper boundaries appropriate to a member of staff's professional position.
- Develop and maintain strong and professional working relationships and communication; be committed to teamwork with colleagues and team members; knowing how and when to draw on advice and support.
- To positively take part in Trust and academy events to support the children, parents, carers and wider community where necessary to display a community culture.

I confirm that I have read the job description and understand the requirements, essential functions and duties of the position.

Employee:

Date: Click or tap to enter a date.

Manager:

Date: Click or tap to enter a date.



Teaching Assistant

Person Specification

[Those * are deemed essential in most roles within the Trust]

Please note, applicants are expected to demonstrate how they meet each element of the Person Specification in their application, these points will be explored at interview. Personal statement should be no longer than 2 sides of A4 paper

Education & Training	Essential	Desirable
GCSE grades 4-9 (C-A), including Maths and English (or equivalent)	*	
NVQ 2 or higher linked to Education	*	
Experience	Essential	Desirable
Recent experience within a Primary age range learning environment	*	
Recent experience of working with children with special needs as on the advert	*	
Experience of working with children with Hearing impairment and other sensory needs	*	
Recent experience of using a school behaviour policy		*
Using MIS (SIMS, Arbor or similar)		*
Working within a school office / education sector		*
Knowledge & Understanding	Essential	Desirable
Safeguarding within education and the important for the protection of children	*	
Importance of absolute confidentiality and where and how this applies to the role	*	
Knowledge and effective approach to managing people; demonstrating balance between support, motivating, empowerment, direction and challenge	*	
Building positive and productive relationships with a range of staff and other stakeholders, with a team spirited culture	*	
Professional Skills	Essential	Desirable
Accurate spoken/written English, with the ability to converse at ease with pupils and adults	*	
Excellent IT skills using Teams, Microsoft 365 and other applications	*	
Excellent administrative and organisational skills, with meticulous attention to detail	*	
Excellent interpersonal and communication skills; effectively communicate with pupils, staff, visitors, stakeholders and the wider community	*	
Strong and efficient fair negotiation and consultation skills	*	
Ability to multi task, be flexible and continuously prioritise workloads	*	
Skills to stay calm when working to tight deadline and under pressure, using own initiative to achieve objectives or change deadlines	*	
Ability to work, influence and build sound relationships at all levels within the role	*	
Skills to stay calm in difficult situations and resolve conflict within the role	*	
Ability to seek out, manage and influence opportunity for continuous improvement and change	*	
Team spirited with a 'no I in Team' approach	*	
A creative flair		*
Personal Qualities	Essential	Desirable
Commitment to the safeguarding and welfare of pupils and staff	*	
Respect for the ethos, vision, policies and procedures within the Trust and academy	*	
To have a professional, collaborative, polite and friendly work ethic and with people	*	
Demonstrates a commitment to professional development to improve own knowledge, skills, undertake training	*	
Learning from others to improve their own practice and sharing their skills with others	*	
Committed, positive work ethic	*	
Flexible, approachable and calm attitude towards pupils and staff	*	
Exhibit high moral standards in dealing with sensitive and confidential issues	*	
Empathy with educational understanding and values towards a diverse community	*	
Willingness to take a full and active role in academy life	*	
Cheerful manner and a sense of humour!	*	