**TEACHING ASSISTANT Job Description**

**LOCATION: Braintcroft E-ACT Primary Academy**

**Role Purpose:**

• Model positivity, passion and show a commitment to going above and beyond for the Braintcroft 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

**Key Accountabilities:**

To work under the guidance of teaching /senior staff and within an agreed system of supervision, to implement agreed work programmes with individuals/groups, in or out of the classroom. This could include those requiring detailed and specialist knowledge in particular areas and will involve assisting the teacher in the whole planning cycle and the management/preparation of resources. Staff may also supervise tasks set for whole classes whilst a teacher is absent, for no more than one hour a day unless mutually agreed. The primary focus will be to maintain good order and to keep pupils on task with learning.

Supporting the Pupils at Braintcroft Primary

• Attend to the pupils’ personal needs, and implement related personal programmes, including social, health, physical, hygiene, and 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, and happy and are well supervised

• Promote independence and employ strategies to recognise and reward achievement of self-reliance

• Establish constructive relationships and communicate with other agencies/professionals, in liaison with the teacher, to support achievement and progress of pupils

• Recognise own strengths and areas of expertise and use these to advise and support others

• Provide appropriate guidance and supervision and assist in the training and development of staff as appropriate Commitment to Professional Development at Braintcroft Primary

• 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

• Be responsible for improving your teaching support through participating fully in training and development opportunities identified by the school or as developed as an outcome of your appraisal

• Proactively participate with arrangements made in accordance with the Appraisal Policy

• To have professional regard for the ethos, policies and practices of Braintcroft 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.

• Perform any reasonable duties as requested by the Head Teacher

This job description is not your contract of employment, or any part of it. It has been prepared only for the purpose of school organisation and may change either as your contract changes or as the organisation of the school is changed. Nothing will be changed without consultation. This document must not be altered once it has been signed but will be reviewed annually.

Signature of Post Holder Date / /

Signature of Head Teacher Date / /

**PERSON SPECIFICATION**

Whether you’re a 3 year old in nursery learning to explore the world around you, an 18 year old preparing to go to university, a new teacher understanding the demands of the job, a Head Teacher leading the learning in your academy, a member of the regional team ensuring efficient and effective operations or a trustee scrutinising and challenging the CEO, we want every single person within E-ACT to be driven by three core values:

* We want everyone to ***think big*** for yourselves and for the world around you;
* We want everyone to ***do the right thing*** in everything you do, even when this means doing something that’s hard, not popular or takes a lot of time;
* We want everyone to show strong ***team spirit***, always supporting and driving your team forward

We really believe that if we all do the right thing, support our teams and we all think big, believe big, act big, then the results will be big too!

**This means that if you want to be part of E-ACT, you need to be able to embrace and embody these values in all that you do.**

**OUR VALUES**

|  |  |
| --- | --- |
| **Thinking Big** | * Show energy, enthusiasm and passion for what you do * Demand the highest quality in all that you do, and in the work of your team * Willing to champion new ideas and think beyond the status quo * Show an ability to think creatively and ‘outside of the box’ in your area of expertise, continually seeking improvements in what you do to make the organisation better * Be open to new ideas and change where it will have a positive impact on the organisation * Show a willingness to embrace different ideas and ways of thinking to improve E-ACT * Ability to ‘look outside’ – to continually learn about innovations in your field, new ways of doing things, and bring that learning into your work * Commitment to self-development, and developing your wider Team * Ability to self-reflect on yourself, your performance, and to think about how this could be improved further * Ability to encourage ideas from others in order to improve the organisation and build your team’s confidence |
| **Doing the Right Thing** | * Have integrity and honesty in all that you do * Make decisions that are based on doing the right thing, even when this means that they’re unpopular or will lead to more work * Take responsibility and ownership for your area of work * Have difficult conversations or deliver difficult messages if that’s what’s required to do the right thing by our pupils * Be transparent and open * Be resilient and trustworthy * Stand firm and stay true to our mission |
| **Showing Team Spirit** | * Understand how you can have a greater impact as a team than you can as an individual * Understand how you are part of your immediate team but also a much wider organisational team, in working towards our mission * Recognise that everyone is important within E-ACT, and show an ability to build strong working relationships at every level * Recognise and celebrate the success and achievements, no matter how small, of your colleagues * Be generous with sharing your knowledge to help to develop others * Understand and be willing to receive suggestions and input on your area of work from others * Support your colleagues, even when this means staying a little later, or re-prioritising some of your work * Be aware of other peoples’ needs and show an ability to offer genuine support * Show an awareness and respect for peoples’ differences, and recognise how different characteristics and personal strengths build dynamic and great teams |

**KNOWLEDGE, EXPERIENCE & SKILLS**

|  |  |
| --- | --- |
| **Requirement** | **Assessed at** |
| **E –** Essential | **A –** Application Stage |
| **D –** Desirable | **I –** Interview Stage |
|  | **P –** During the probationary period |

|  |  |  |  |  |  |  |
| --- | --- | --- | --- | --- | --- | --- |
|  |  | **E** | **D** | **A** | **I** | **P** |
| **Organisational Fit** | Thinking Big | X |  | X | X | X |
| Doing the Right Thing | X |  | X | X | X |
| Showing Team Spirit | X |  | X | X | X |
| **Knowledge** |  |  |  |  |  |  |
|  |  |  |  |  |  |
|  |  |  |  |  |  |
|  |  |  |  |  |  |
|  |  |  |  |  |  |
| **Experience** |  |  |  |  |  |  |
|  |  |  |  |  |  |
|  |  |  |  |  |  |
|  |  |  |  |  |  |
|  |  |  |  |  |  |
| **Skills** |  |  |  |  |  |  |
|  |  |  |  |  |  |
|  |  |  |  |  |  |