

## **JOB DESCRIPTION**

### **TEACHING ASSISTANT**

Reporting to:	Line Manager
Location:	Chilwell Croft Academy (Primary School)
Weeks of work:	32.5 hours per contracted working week (pro rata for part time) Flexible in line with the needs of the Trust 39 weeks pa (term time only)
Grade/Salary:	Grade 3, Spinal Column Points (SCPs 9 to 22) ( <b>£16,273 - £21,052</b> ) which is £20,903 to £27,041 pro rata per annum (salary range as at 1.4.2020)
Pay progression:	Incremental progression within the grade will be subject to professional criteria-based performance assessment

#### **Core Job Purpose:**

- To support teaching staff in the development and education of pupils including the
- This level is applicable to experienced teaching assistants whose working role calls for competence across a varied range of responsibilities.  
provision of specialist skills as appropriate.

#### **Key Responsibilities:**

##### **Support for pupils (either individually or in groups)**

- Support the activities of individuals or groups
- Establish and maintain relationships with individual pupils and groups
- Contribute to Individual Education Plans as appropriate
- Support pupils during learning activities
- Promote pupils' social and emotional development
- Contribute and support the health and wellbeing of pupils
- Provide support for EAL pupils
- Support children with specific needs (where appropriate to the focus of the role), for example, sensory and/ or physical impairment, cognitive or learning difficulties, behavioural, emotional and social development needs, communication and interaction difficulties
- Support pupils to access all aspects of the curriculum
- Dealing with the personal care needs of children where appropriate in line with the guidance of the Academy

##### **Lunchtime Supervision of pupils**

- Supervision and direction of pupils in the playground and during lunch time activities with due regard to behaviour, safety and wellbeing.
- Supervision and control of pupils inside school premises when they are unable to go outside in inclement weather.

- Supervision and direction of pupils to the dining rooms when those under their responsibility are dining.

### **Support for the teacher (s)**

- Observe and report on pupil performance
- Contribute to the planning and evaluation of learning activities
- Assist in preparing and maintaining the learning environment
- Contribute to the management of pupils' behaviour
- Contribute to maintaining pupils' records
- Support the maintenance of pupils' safety and security
- Within a negotiated and agreed system of supervision, cover classes for either planned or unplanned situations
- Liaise with teachers prior to lessons to ensure support can be effective
- Undertake routine marking in line with school policy
- Provide general administrative support, for example, administer coursework, produce worksheets etc.
- Undertake joint home visits as appropriate and in line with school policy

### **Support for the school**

- Support the development and effectiveness of teamwork within the school environment
- Develop and maintain working relationships with other professionals
- Liaise with parents as appropriate
- Review and develop own professional practice
- Work as required across the curriculum and in all Key Stages within the school in accordance with the job

### **Support for the curriculum**

- Support the use of information and communication technology in the classroom
- Take responsibility for promoting the safeguarding and welfare of children and young people ensuring their tasks are carried out with due regard to Health and Safety
- To participate in appropriate professional development including adhering to the principle of performance management.
- To adhere to the ethos of the school
- To promote the agreed vision and aims of the school
- To set an example of personal integrity and professionalism
- Attendance at appropriate staff meetings and parents evenings

### **Other Responsibilities**

- Any other duties as commensurate within the grade in order to ensure the smooth running of the school

*Equitas Academies Trust is committed to safeguarding and promoting the welfare of children, young people and vulnerable adults and expects all staff and volunteers to share this commitment. The successful candidate will be subject to all pre-employment checks necessary to meet safer recruitment requirements, including a satisfactory enhanced DBS check, right to work check and references.*

## PERSON SPECIFICATION TEACHING ASSISTANT

### Method of Assessment (MOA)

<b>AF</b> <b>Application</b> <b>form</b>	-	<b>C</b> <b>Certification</b>	-	<b>I - Interview</b>	-	<b>T – Test or</b> <b>Exercise</b>	-	<b>P</b> <b>Presentation</b>
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Criteria	Essential/Desirable (E/D)	MOA
<b>Qualifications/Education</b> NB: Full regard must be given to overseas qualifications	Educated to GCSE level in English and Maths (or equivalent) (E)	AF/C/
	Evidence of a higher level qualification, e.g. degree (D)	AF/C
	Satisfactory completion of TA training (D)	AF/C
<b>Experience</b>	Experience of working as part of a team (E)	AF/I
	Experience and ability to undertake a range of teaching activities with confidence, working effectively with individual pupils, groups of pupils and whole classes (E)	AF/I
<b>Skills &amp; Ability</b>	An ability to fulfil all spoken aspects of the role with confidence using the English Language as required by <b>Part 7 of the Immigration Act 2016</b> .	AF/I
	Knowledge of how ICT is used to support pupils learning and ability to use ICT effectively in a classroom setting.	AF/I/T
	Good organisational and time management skills	AF/I
	Ability to contribute to assessment and monitoring of pupil progress	AF/I
	Ability to maintain a high degree of confidentiality and to use discretion in dealing with sensitive information.	AF/I

	<p>Ability to work collaboratively with teachers and others</p> <p>Ability to use a range of Information and communication technology to a competent level.</p> <p>Ability to communicate accurately and effectively verbally and in writing</p> <p>Commitment to maintaining and complying with Health and Safety regulations.</p> <p>Committed to attend professional development training and update skills according to the revised financial procedures.</p>	<p>AF/I</p> <p>AF/I</p> <p>AF/I</p> <p>AF/I</p> <p>AF/I</p>
<b>Behaviours</b>	<p>To proactively take the time to develop yourself and (where applicable) others through attendance at training, coaching, mentoring etc (E)</p> <p>A willingness to personally embrace and celebrate the ethos and values of the Trust (E)</p>	<p>AF/I</p> <p>AF/I</p>

All staff are expected to understand and be committed to equal opportunities in employment and service delivery in line with the equality act.

Reviewed by: \_\_\_\_\_

Date: \_\_\_\_\_