

Teaching Assistants Job Description

Role: Teaching Assistant

Salary Range: Grade 3 – SCP 5 – 7 £22,185 F.T.E pa - £22,995 F.T.E pa (Pro rata £17,746.00 pa - £18,394.00 pa)

Hours: 32.5 hours per week work Monday to Friday 8:30am to 3:30pm (Term time only)

Start: January 2022

Job purpose

To work under the guidance/instruction 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 and includes lunch time.

To work with and support children under the guidance of teaching/senior staff and within an agreed system of supervision, to implement agreed work programmes and management/preparation of resources with individuals/groups, in or out of the classroom including lunch time.

Commitment to diversity

As a member of the school team, to take individual and collective professional responsibility for championing STEP Academy Trust's diversity agenda and proactively implementing initiatives which secure equality of access and outcomes. Additionally, to commit to continually developing personal understanding of diversity.

Support for pupils

- Supervising and providing particular support for pupils; including those with special needs, ensuring their safety and access to learning activities.
- Setting challenging and demanding expectations and promote self-esteem and independence.
- Providing feedback to pupils in relation to progress and achievement under guidance of the teacher.
- Assisting with the development and implementation of Individual Education/Behaviour Plans and Personal Care programmes.
- Establishing constructive relationships with pupils and interacting with them according to individual needs.
- Promoting the inclusion and acceptance of all pupils.
- Encouraging pupils to interact with others and engage in activities led by the teacher.

Support for teachers

- Being aware of pupil needs, barriers to learning, progress and achievements and working closely with the teacher/SENCo as agreed.
 - When necessary supporting the teacher in managing pupil behaviour, reporting difficulties as appropriate.
 - Preparing the classroom as directed for lessons and clearing afterwards and assisting with the display of pupil's work.
 - Undertaking pupil record keeping as requested
 - Gathering, reporting information from and to parents/carers as directed.
 - Providing clerical and administrative support, e.g. photocopying, typing, filing etc.
 - Monitoring pupils' responses to learning activities and accurately record achievement/progress as directed.
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- Promoting good pupil behaviour, dealing promptly with conflict and incidents in line with established policy and encouraging pupils to take responsibility for their own behaviour

Support for the curriculum

- Supporting pupils in respect of local and national learning strategies e.g. Maths, English, early years, as directed by the teacher, SENCo and specialist professionals.
- Supporting pupils in using basic ICT as directed.
- Supporting pupils to understand instructions.
- Preparing and maintaining equipment and resources as directed by the teacher/SENCo and assisting pupils in their use.
- Using appropriate systems to support the child's communication.

Support for the school

- Being aware of and complying with policies and procedures relating to child protection, health, safety and security, confidentiality and data protection, reporting all concerns to an appropriate person.
- Being aware of and supporting difference and ensuring all pupils have equal access to opportunities to learn and develop.
- Attending relevant meetings as required.
- Participating in training and other learning activities and performance development as required.
- Assisting with the supervision of pupils out of lesson times, including before and after school and at lunchtimes.
- Accompanying teaching staff and pupils on visits, trips and out of school activities as required.
- Contributing to the overall ethos/work/aims of the school.
- Appreciating and supporting the role of other professionals.

Data protection

- Being aware of the Trust's responsibilities under the General Data Protection Regulation (GDPR) for the security, accuracy and relevance of personal data held on such systems and ensure that all administrative and financial processes comply with this.
- Maintaining client records and archive systems, in accordance with departmental procedure, policy and statutory requirements.

Confidentiality

- Being expected to treat all information acquired through your employment, both formally and informally, in strict confidence. There are strict rules and protocols defining employees' access to and use of the Trust's databases. Any breach of these rules and protocols will be regarded as subject to disciplinary investigation. There are also internal procedures in place for employees to raise matters of concern regarding such issues as bad practice or mismanagement.

Safeguarding Children and Safer Recruitment

David Livingstone Academy is committed to safeguarding and promoting the welfare of children and young people as required under the Education Act 2011 and expects all staff and volunteers to share this commitment.

An ENHANCED DBS check is required for this post.

This Job Description is subject to annual review and alterations may be negotiated to reflect the changing needs of the school.

Person Specification

Job Title	Teaching Assistant	
Grade	Grade 3, Point 5 - 7	
<p><i>Method of candidate assessment: A = Application Form I = Interview T = Test</i></p> <p><i>Weighting: 3 = most important, 2= least important</i></p>		
Selection Criteria	<i>A - I - T</i>	Weighting
<p><i>Education and Qualifications:</i></p> <ul style="list-style-type: none"> • Good numeracy/literacy skills • NVQ 3 for Teaching Assistants or equivalent qualifications or experience • Training in the relevant learning strategies e.g. English • First aid training as appropriate 		
<p><i>Experience/Knowledge/Skills/Competencies:</i></p> <ul style="list-style-type: none"> • Previous experience working as a teaching assistant or working with groups of children • Experience supervising staff, or ability to supervise staff • Effective use of ICT to support learning • Use of other equipment technology – iPad, photocopier • Understanding of relevant policies/codes of practice and awareness of relevant legislation • General understanding of national/foundation stage curriculum and other basic learning programmes/strategies • Basic understanding of child development and learning • Ability to self-evaluate learning needs and actively seek learning opportunities • Ability to relate well to children and adults • Work constructively as part of a team, understanding classroom roles and responsibilities and your own position within these 		