



Job Title: Teaching Assistant

The Endeavour Co-operative Academy

Part of the Keys Co-operative Academy Trust

Job Grade: LGS Scale 4 Term Time Only – Monday to Friday

The Role

To work with Teacher to support learning activities for pupils.

Job Purpose

To work under the professional direction of Teacher, Key Stage Leaders & Senior Leadership Team.

TAs are expected to report on pupils' learning and to assess, record and report on pupil progress towards their targets.

Key Accountabilities:

- Establish productive working relationships with pupils, acting as a role model and setting high expectations as agreed.
- Ensure policies are followed and contribute to the positive service ethos.
- Assist the teacher to plan challenging teaching and learning objectives.
- Teaching individuals or in small groups with guidance from a teacher.
- Marking pupils' work and recording progress as directed by a teacher.
- Anticipate and manage behaviour in line with policies, and model reflective practice.
- Use ICT effectively to support learning activities and develop pupils' competence and independence in its use.
- Select and prepare resources in liaison with teaching staff.
- Communicate written and verbal information about pupil progress as required.

- Cover for absent teachers, leading lessons, for which additional pay can be claimed.
- Assist the administrative team as necessary.
- Attend all relevant staff meetings and training as required.
- Participate in performance reviews and take leading responsibility for their own learning, development and training needs.
- Willingness and flexibility to adapt routine to work outside normal working hours to attend work related meetings/activities as necessary.
- To support pupils with personal care & toileting if needed
- Other duties as reasonably required
- Where appropriate drive the school minibus or be willing to take the county minibus test.
- Duties of the post may be varied, according to service needs and as and when required.

Knowledge, Skills and Experience

- Use of ICT effectively to support learning.
- First Aid training or willingness to undertake such training
- Working knowledge of relevant policies/codes of practice and legislation.
- Good understanding of child development and learning processes.
- Ability to relate well to children and adults and reflect on one's practice.
- Understanding of classroom/school roles and frameworks for teaching.
- Effective time management.
- Good communication/interpersonal skills.
- Work calmly under pressure and be flexible.
- Creative approach to problem solving.
- Ability to follow instructions accurately.
- Ability to use your own initiative and work independently.
- Ability to maintain confidentiality.
- Successful experience in a similar role is desirable.
- Successful experience of working as part of a team is desirable.
- Excellent numeracy/literacy skills – equivalent to at least Level 2 in English & Maths.
- Undertaking the full duties of the role and effectively completing your performance objectives.
- Have a full understanding of the ethos of The Endeavour Co-operative

Academy.

- Organise and manage the learning environment and resources.
- Can evidence the development of pupils skills and knowledge via ICT applications.
- The postholder will be required to work flexibly, in order to meet operational needs.

Safeguarding

Keys Co-operative Academy Trust is committed to safeguarding and promoting the welfare of children and vulnerable adults, and expects all employees and volunteers to share this commitment.

Pre-Employment Checks appropriate to this Job Profile

Keys Co-operative Academy Trust is committed to ensuring all recruitment is undertaken fairly, effectively, safely and in accordance with legislation.

The information below provides pre-employment screening guidance for candidates applying to this job at Keys Co-operative Academy Trust.

Role Requirement:

Working with children / vulnerable adults in a specified place or post.

Pre-Employment Check

Definition

Self Declaration (Spent and unspent convictions)

A declaration of spent and unspent convictions must be completed by employees who work with vulnerable adults or children

An Enhanced DBS (Disclosure & Barring Service) check will be sought by KCAT before a start date is agreed

ISA Registration – Regulated (Currently subject to Home Office review

KCAT will administer the ISA Register check

References All posts defined as Regulated or Controlled as outlined in the ISA Regulations will require:

- At least two employer references – one reference is required prior to interview and should ideally be from your current/most recent employer
 - Reference history covering a minimum of five years employment
 - A reference from the last employer where the post gave access to children or vulnerable adults Any gaps of 4 weeks or more will be explored by the manager at interview stage. Where appropriate additional character references will be taken up
- Medical All new recruits and employees whose role changes

significantly are required to complete a medical health questionnaire Eligibility / Right to work in the UK

Proof is required and original documentation will be sought i.e. passport or full birth certificate

Regulatory qualifications and professional registration (subject to role)

Original qualification certificates and proof of registration with a professional body are required (if applicable)