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**JOB DESCRIPTION:**

**Job Title:** Teaching Assistant

**Location:** Beacon Primary Academy

**Hours of work:** 33 3/4 hours per week, term time only

**Reports to:** Headteacher, Deputy Headteacher or Class Teacher (as applicable)

**PURPOSE OF THE ROLE:**

Under the direction of the Headteacher, Deputy Headteacher, SENDCo and/or Class teacher, work as part of a team to promote the emotional, physical and educational development of pupils.

**RESPONSIBILITIES:**

Under the direction of the classroom teacher or leader:

Supporting the students

● Participate in activities designed to meet the emotional, physical and learning needs of individual children

● Help students to develop self-reliance and confidence in a range of areas and help them deal with their emotions in a positive way.

● Where appropriate, assist in the delivery of individual EHCPs

Supporting the teacher

● Assist with the organisation of the learning environment.

● Under direction of the class teacher, maintain accurate records in accordance with school policies and data protection

● Liaise effectively with parents/ guardians

Supporting the curriculum

● Assist in the organisation, delivery and assessment of learning activities, including the delivery of interventions.

Supporting the school

● Provide consistent and effective support for colleagues in line with the responsibilities of this role.

● Assist with the implementation of a behaviour management programme.

● Support the maintenance of pupil safety and security and minimise the risks from health emergencies.

Training

● Participate in regular performance reviews to ensure that any personal development needs are identified and met.

* Attend relevant inset training.

Contacts and Relationships:

● Headteacher

● Governors

● Educational professionals

● Parents

● Staff

● Pupils

Creativity and Innovation:

* Assist in the delivery of learning outcomes.

**Other duties**

* In accordance with the provisions of the Health & Safety at Work Act 1974, to take reasonable care for the health and safety of yourself, colleagues and pupils who may be affected by your omissions at work, and to cooperate with the school so far as is necessary to enable the school to perform or comply with their duties under statutory health and safety provisions.
* Undertake any other duties that can be accommodated within the grading level and nature of this post.
* Maintain confidentiality in respect of information regarding private and personal information of academy staff, pupils and their families.

**Employee value proposition:**

We passionately believe that every child can discover their own remarkable life. It’s what motivates us around here. We know this vision requires something extra. Which is why at AET, you’ll find more. More opportunities, so you can forge your own path. More care and support, so you can prioritise what matters most. More purpose, for you and for the children we Are inspiring. Come inspire their remarkable with us.

**Our values:**

The post holder will be expected to operate in line with our values which are:

* Be unusually brave
* Discover what’s possible
* Push the limits
* Be big hearted

**Other clauses:**

1. The above responsibilities are subject to the general duties and responsibilities contained in the Statement of Conditions of Employment

2. This job description allocates duties and responsibilities but does not direct the particular amount of time to be spent on carrying them out and no part of it may be so construed.

3. The job description is not necessarily a comprehensive definition of the post. It will be reviewed at least once a year and it may be subject to modification or amendment at any time after consultation with the holder of the post.

4. This job description may be varied to meet the changing demands of the academy at the reasonable discretion of the Headteacher.

5. This job description does not form part of the contract of employment. It describes the way the post holder is expected and required to perform and complete the particular duties as set out in the foregoing.

6. Postholder may deal with sensitive material and should maintain confidentiality in all academy related matters.

**Safeguarding**

We are committed to safeguarding and protecting the welfare of children and expect all staff and volunteers to share this commitment. A Disclosure and Barring Service Certificate will be required for all posts. This post will be subject to enhanced checks as part of our Prevent Duty.

**PERSON SPECIFICATION:**

**Job Title:** Teaching Assistant

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| **General heading** | **Essential requirements:** | **Desirable requirements:** |
| **Qualifications**  (Qualifications required for the role) | Right to work in the UK.  Good general level of education to include Maths and English GCSE grade C or above, or further relevant experience in the absence of formal qualifications | NVQ Level 3 qualification or NNEB qualification |
| **Knowledge / Experience**  (Specific knowledge/  experience required for the role) | Working under the direction of the line manager/classroom teacher, some discretion to make minor decisions  Knowledge of the National Curriculum  An understanding of assessment  Experience of working within a school setting as a teaching assistant  Understanding of safeguarding and child protection within a school setting |  |
| **Skills**  (Abilities; Line management responsibilities (No.);  Forward and strategic planning; Budget -size and responsibilities) |  |  |
| **Personal Characteristics**  (Behaviours; Values) | Energy, enthusiasm, determination and an insistence on high standards.  Highly motivated and committed to the development and success of students in our school.  A willingness to learn new skills and approaches and to share the experience with others.  Ability to relate to students, parents and carers, colleagues and other partners.  A team player, ready to get involved and establish strategic delivery of behaviour and inclusion with the resources available.  An attitude of personal responsibility for own actions and for organisational outcomes.  Ability to demonstrate, understand and apply our values   * Be unusually brave * Discover what’s possible * Push the limits * Be big hearted |  |
| **Special Requirements** | Successful candidate will be subject to an enhanced Disclosure and Barring Service Check  Right to work in the UK  Evidence of a commitment to promoting the welfare and safeguarding of children and young people |  |