

JOB DESCRIPTION

Post	Teaching Assistant One post in EYFS and one in KS1 initially (our TAs can move around the whole of school)
Salary Range	37.5 hours per week. Term time only.
Reporting to	Lead TA/ Assistant Headteacher
Accountable to	Head Teacher
Performance Review	Annual Performance Development

KEY TASKS

1. To support breakfast club provision, ensuring that it is high quality and children are safe.
2. To provide high quality support to all children, including identified key children with SEND, including SEMH.
3. To support the teaching of all subjects, leading a small group in class or provision.
4. To deliver phonics/reading to a group of children
5. To provide hygiene/toileting support for children with limited mobility/continence.
6. To work with the teacher in lesson planning, evaluating and adjusting lessons/work plans as appropriate to meet the individual needs of the students
7. Use strategies, in liaison with the teacher, to support pupils to achieve the EYFS or KS1/2 assessment requirements
8. Contribute to the development of learning and assessment materials
9. To implement agreed learning activities/assessments, adjusting activities according to student need
10. Monitor and celebrate children's learning, progress and achievement and record and report upon progress, including details on attendance, behaviour, development and additional needs
11. Supervise and provide particular support for pupils, including those with special needs ensuring their safety and access to learning activities
12. Promote good behaviour at all times
13. Assist with the development and implementation of Individual Education, Health and Care Plans
14. To maintain a positive attitude, seeking to bring out the best in learners and having high expectations for all
15. Establish positive relationships with parents/carers, ensuring parental involvement in learning and progress
16. To contribute to the organisation of the learning environment and creation of resources
17. Constantly strive to improve own performance and identify areas for self - improvement, attending appropriate training
18. To support the running of school with a break and lunch duty.
19. To evaluate and track the impact of specialist provision and interventions.

20. To provide at least 1 high quality after school club per week.
21. Embed literacy and numeracy across the curriculum.
22. Deliver a Singapore style approach to mastery mathematics.
23. To support the delivery of the 'MCPA opportunities' commitment to the holistic development of children.
24. To undertake any other duties as deemed appropriate by the line manager and commensurate with the post.

STANDARD DUTIES

1. Promote and implement equality and diversity
2. Adhere to legislation and the Academy's policies and procedures
3. Have due regard to safeguarding and promoting the welfare of children and young people.
4. Participate in performance reviews and professional/personal development activities.
5. Will model the Academy's values at all times to generate a shared purpose
6. Respect confidentiality. Confidential information to be kept in confidence and not released to unauthorised persons
7. To undertake any other duties as appropriate, commensurate with the grade of the post.

CONTACTS

All employees and contractors on site
Senior Leadership Team

SPECIAL CONDITIONS
Enhanced DBS Check for a Regulated Activity.

	DATE	NAME	POST TITLE
PREPARED	October 2019	Alex Reed	Head Teacher
REVIEWED	July 2020	Alex Reed	Head Teacher
REVIEWED	October 2024	Alex Reed	Head Teacher
REVIEWED			

PERSON SPECIFICATION

JOB TITLE: Teaching Assistant

CRITERIA Applicants should be able to provide evidence of their ability to meet the following criteria.

Please note if you are experienced and interested in leadership please provide evidence of your skills and ability to lead in your application letter.

	Selection criteria (Essential)	Selection criteria (Desirable)	How to be Assessed
Education & Qualifications	<p>Grade C (or above) level 2 qualification in English and maths</p> <p>NVQ Level 3 or equivalent in Early Years or Teaching Assistance</p>	<p>A first aid qualification</p> <p>Other relevant qualifications – professional or academic</p>	AF, C
Experience	<p>Experience of successfully supporting learning in a Primary setting</p> <p>Experience of supporting children with SEND</p> <p>Evidence of adding value to student outcomes and enabling progress</p>	<p>Experience of assessing children against assessment criteria</p> <p>Experience of supporting children in the EYFS</p>	AF, T, I, C
Skills & Abilities	<p>Ability to communicate effectively and develop effective relationships with children, staff and parents</p> <p>Ability to use Information and Communication Technology (ICT) to enhance teaching and learning and to capture learner progress</p> <p>Able to work independently and proactively</p> <p>Ability to supervise other staff</p>		AF, T, I, C

	<p>Ability to show initiative in a range of situations</p> <p>Ability to work effectively as a team member</p> <p>Ability to reflect on own skills and knowledge, and to seek opportunities to develop</p>		
Knowledge	<p>Excellent understanding of child development and learning</p> <p>A knowledge of a variety of effective teaching and learning and assessment strategies</p> <p>Knowledge of nurturing principles and how behaviour is communication</p>		AF, T, I, C
Work Circumstances	<p>Enhanced DBS Check for a Regulated Activity</p> <p>Equivalent of 10 days continued professional development</p> <p>Equivalent of 10 days extra -curricular activity (2 hours per week after core learning)</p>		I I I

AF – application form, T- test, I – interview, C – certificate

N.B. - Any candidate with a disability who meets the essential criteria will be guaranteed an interview