

## SURLINGHAM PRIMARY SCHOOL JOB DESCRIPTION

### TEACHING ASSISTANT (TA)

#### PERMANENT, PART-TIME, TT+1 WEEK, 13.25 HOURS PER WEEK

<b>Line Manager:</b>	Head of School (but working to and with a qualified teacher on a day-to-day basis)
<b>Salary:</b>	Scale Points 5-6 of the SET Support Staff Salary Scale <b>FTE</b> £19,650 – £20,043 per annum <b>Pro-rata</b> £6,025 - £6,256 per annum

#### THE POST

Surlingham Primary School, a member of the Sapientia Education Trust (SET), are looking to appoint a reliable individual as a Teaching Assistant to join our successful and happy team.

The school prides itself in knowing all the children well and making sure that each child is happy in their work and challenged to learn to their full potential. As a result the atmosphere in school is relaxed and positive, and contributes to the high level of attainment and standards of behaviour at the school.

Furthermore, the school is committed to the professional development of all staff and provide a safe and supporting environment to work in.

On appointment, the successful candidate will be required to complete a six-month probationary period.

#### PERSON SPECIFICATION

The personal competencies expected of all support staff are:

- The ability to communicate clearly and tactfully using appropriate methods and an awareness of the impact of your own communication on others
- Able to maintain positive relationships with all and able to work as an effective and flexible part of a team; willing to change methods of work and routines to benefit the team
- Willingness to accept responsibility for your own actions; the ability to prioritise effectively, meet deadlines and accept challenges.

The personal competencies expected for the role are:

- Engages with pupils appropriately and works with the best interest of pupils in mind
- Able to work with minimum supervision
- Understand statutory requirements and policies

- Able to maintain confidentiality appropriately
- Able to work as part of a team.

The qualifications and previous experience required for the role are:

- A good level of literacy and numeracy is essential
- Previous experience working with children, preferably primary school age, in a classroom or similar environment is highly desirable.

## **JOB SPECIFICATION**

### **General Responsibilities**

Under the instruction/guidance of teaching or other senior staff and within the overall ethos of the school, undertake care and learning programmes and activities to support individuals or groups of pupils, including more specialised support for those with special education needs, enable access to learning for pupils and assist the teacher in the management of pupils and the classroom.

The post-holder will be required to comply with the Surlingham Primary School and Rockland St Mary Primary School Code of Conduct.

Sapientia Education Trust is committed to safeguarding and promoting the welfare of children and young people and expects all staff and volunteers to share this commitment.

The post-holder will have access to and be responsible for confidential information and documentation. They must ensure confidential or sensitive material is handled appropriately and accurately.

A non-exhaustive list of specific responsibilities for the role is below and you will be required to undertake other duties and responsibilities as may reasonably be required.

### **Specific Responsibilities**

#### **Teaching Assistant**

- To attend to the personal and social needs of pupils and any other special requirements depending on the nature of a pupil's special needs and, wherever possible, making these part of the learning experience
- Assist with programmes of special care such as speech therapy, under the direction of the appropriate specialist
- Supervise and provide particular support for pupils, including those with special educational needs, ensuring their safety and access to learning activities
- Assist with the development and implementation of Individual Education/Behaviour Plans and Personal Care programmes
- Promote inclusion and acceptance of pupils while encouraging constructive relationships within the classroom and with parents
- Provide feedback to pupils in relation to progress and achievement under the guidance of the teacher
- Assist with the planning of learning activities
- Create and maintain a purposeful, orderly and supportive environment, in accordance with lesson plans and assist with the display of pupils' work

- Use strategies, in liaison with the teacher, to support pupils to achieve learning goals.
- Monitor pupils' responses to learning activities and accurately record achievement/progress as directed and provide detailed and regular feedback to teachers on pupils' achievement, progress, and problems
- Promote good pupil behaviour, dealing promptly with conflict and incidents in line with established policy and encourage pupils to take responsibility for their behaviour
- Administer routine tests, undertake routine marking of pupils' work and provide clerical/admin support, e.g. photocopying, typing, filing, money and administer coursework
- Undertake structured and agreed learning activities/teaching programmes, adjusting activities according to pupil responses, including undertaking literacy and numeracy programmes, recording achievement and progress and feeding back to the teacher
- Prepare, maintain and use equipment/resources required to meet the lesson plans/relevant learning activity and assist pupils in their use, including supporting the use of ICT in learning activities and developing pupils' competence in its use
- Be aware of and comply with policies and procedures relating to child protection, health, safety and security, confidentiality and data protection, reporting all concerns to an appropriate person
- Be aware of and support difference and ensure all pupils have equal access to opportunities to learn and develop
- Attend and participate in relevant meetings as required and participate in training and other learning activities and performance development as required
- Assist with the supervision of pupils out of lesson times, including before and after school and accompany teaching staff and pupils on visits, trips and out of school activities as required and take responsibility for a group under the supervision of the teacher.

## HOURS OF WORK

Working weeks	Term Time +1 (39 weeks)
Hours per week	13.25 hours per week
Working Day	Monday – Tuesday 8:45am – 12pm Wednesday - Friday: 1pm - 3:15pm Distribution of hours is flexible and can be amended based on candidate's availability
Unpaid Breaks	30 minutes per day
Holidays	Holiday pay entitlement is included in the pro rata salary for the post and there is no entitlement to take holidays during term-time.
CPD/Inset Days	CPD/Inset Days are included in your pro-rata salary.
Overtime	Additional hours may be worked by mutual agreement with the Head of School and claimed on a timesheet. Additional hours will be paid at the Employee's standard rate of pay.

## **REMUNERATION**

Salary Details:

- Scale Points 5-6 of the SET Support Staff Salary Scale
- **FTE** £19,650 – £20,043 per annum
- **Pro-rata** £6,025 - £6,256 per annum

The post holder will be entitled to join the Trust's nominated pension scheme for support staff.

## **DRESS CODE**

The post holder will be expected to wear appropriate business attire and will be supplied with appropriate Staff ID. This must be worn at all times to ensure that pupils, staff and visitors are able to identify employees.

## **PRE-EMPLOYMENT CHECKS**

All staff must be prepared to undergo a number of checks to confirm their suitability to work with children and young people.

Sapientia Education Trust reserves the right to withdraw offers of employment where checks or references are deemed to be unsatisfactory.

## **REVIEW**

The Job Description will be reviewed annually as part of the Trust's Performance Management programme.