

### **Job Description**

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

<b>Job Title:</b> Teaching Assistant	<b>Salary Range:</b> Grade 3 Points 20-28
<b>Accountable to:</b> Assistant Headteacher/HoD	<b>Working Hours:</b> Monday – Friday, 32.5 Hours (TTO)

### **Job Purpose**

- To support teaching staff in the development and education of pupils in addition to providing the provision of administrative support.

### **Responsibilities**

- Support the activities of individual or groups of children in the classroom or in small groups
- Participate in the education of children, including contributing to their health and wellbeing
- Work with targeted students individually in form time
- Support in organising an effective learning environment and maintaining appropriate records
- Support literacy and numeracy activities in the classroom
- Support the maintenance of pupil safety and security
- Contribute to the management of pupil behaviour by:
  - Promoting school policies with regard to pupil behaviour
  - Supporting the implementation of strategies to manage pupil behaviour
- Provide admin support eg photocopying and administering coursework
- To complete classroom and corridor displays within the department
- Organise department education visits after consultation with the subject leader/teacher
- To be support staff on visits if required
- To follow protocols established by the Head of Department to ensure that all subject area needs are met
- Enter data supplied by teaching staff into the department's databases
- Undertake any department administrative duties as required
- Any other duties deemed appropriate to the grade and workload as requested by the leadership team
- To participate in the operation of the Academy's Appraisal Scheme
- Such other duties as may be appropriate to achieve the objectives of the post to assist the leadership team in the fulfilment of its objectives commensurate with the post-holder's salary grade, abilities and aptitudes

## **Safeguarding**

The jobholder is expected to observe their obligations in accordance with the CORE Educational Trust Child Protection procedure and to report any concerns that they may have regarding a child or young person's welfare to the appropriate person. A copy of the Child Protection Procedure can be obtained from the jobholder's line manager.

## **People**

No specific responsibility for people, however the jobholder must observe their safeguarding, health and safety, confidential, data protection and equality and diversity obligations, as set out in this job description.

## **Staffing**

No direct reports or staffing responsibility

## **Financial**

No financial responsibility other than a responsibility to report to the Headteacher or chair of Governors any financial risk identified eg cash not secured, potential theft or impropriety.

## **Physical Resources**

The post holder will be responsible for the physical resources required to perform their role eg computer, software.

**This job description reflects the major tasks to be carried out by the jobholder and identifies the level of responsibility at which the jobholder will be required to work, as at the date on which the last review took place.**

**This job description may be subject to review and/or amendment at any time to reflect the requirements of the job. Any amendments will be made in consultation with any existing jobholder, and will be commensurate with the grade for the job. The jobholder is expected to comply wt. any reasonable management requests.**

<p><b>Job Description Reviewed by: Headteacher</b></p>
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<p><b>Date: September 2018</b></p>
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Education Trust

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### Person Specification

All posts will be subject to a DBS clearance at Enhanced level

	Essential	Desirable
<b>Education, Training and Qualifications</b> <ul style="list-style-type: none"> <li>GCSE English and Maths (grade A*-C) or equivalent</li> <li>A Level or degree in English or an English-related subject</li> </ul>	X X	
<b>Experience, Knowledge, Skills &amp; Competencies</b> <ul style="list-style-type: none"> <li>Experience in working within a school environment</li> <li>A good understanding of child development and learning processes</li> <li>The ability to follow instructions from the teacher and also be able to work independently</li> <li>To make effective contributions to the team as appropriate</li> <li>The experience of and the ability to deal positive with children and parents</li> <li>The ability to manage behaviour effectively</li> <li>The ability to implement assessment for learning under the guidance of the teacher</li> </ul>	X X  X X X X	X
<b>Personal Attributes</b> <ul style="list-style-type: none"> <li>Resilience, the ability to work under pressure and be able to meet deadlines</li> <li>Ability to think creatively and to prioritise</li> <li>Excellent communication skills (including written, oral and presentation skills)</li> <li>Excellent interpersonal skills</li> <li>A commitment to CORE Education Trust vision, values, aims and the objectives of its academies programme</li> </ul>	X  X  X X  X	