

**Title of post:** Teaching Assistant

**Salary scale:** Scale 3 Point 5 - 6

**Contracted working weeks:** Term Time

**Contract:** Permanent

**Hours per week:** Full or part time

Monday – Friday

General duties and responsibilities for the Teaching Assistant.

- To support the academy values and importance placed on academic success.
- To be a proactive and supportive member of our team.
- To welcome your cohort of students each morning to ensure that they have a smooth start to each day and check-in to close the day.
- Work with key staff and the students to gain a strong base on knowledge on the needs of individual students.
- Use this knowledge to support students within their learning environments.
- Liaise with staff and other relevant professionals and provide information about students as appropriate.
- Support students in social and emotional well-being, reporting problems to the teacher as appropriate.

Additional Aspects of the role:

- Promote the inclusion and acceptance of all students within the classroom
- Support students consistently whilst recognising and responding to their individual needs
- Encourage students to interact and work co-operatively with others and engage all students in activities
- Promote independence and employ strategies to recognise and reward achievement of self-reliance

Line manager (also responsible for performance management)

- SENDCO.

Safeguarding Children

The trust is committed to safeguarding and promoting the welfare of children and young people. We expect all staff to share this commitment and to undergo appropriate checks, including enhanced DBS checks.

The above responsibilities are subject to the general duties and responsibilities contained in the Statement of Conditions of Employment. The duties of this post may vary from time to time without changing the general character of the post or level or responsibility entailed.

The person undergoing this role is expected to work within the policies, ethos and aims of the Trust and to carry out such other duties as may reasonably be assigned by the Line Manager. The post holder will be expected to have an agreed flexible working pattern to ensure that all relevant functions are fulfilled through direct dialogue with employees, contractors and community members.

#### Person Specification

- Very good numeracy/literacy skills
- NVQ3 for Teaching Assistants or equivalent qualification or experience
- Training in the relevant strategies e.g. literacy and/or in particular curriculum or learning area e.g. bi-lingual, sign language, dyslexia, ICT, Maths, English, CACHE etc.
- Appropriate First Aid training or the willingness to be trained.
- Experience working with children of relevant age
- Full working knowledge of relevant policies/codes of practice and awareness of relevant legislation
- Understanding of principles of child development and learning processes

#### Skills

- Can use ICT effectively to support learning
- Use of other equipment technology – video, photocopier
- Ability to self-evaluate learning needs and actively seek learning opportunities
- Ability to relate well to children and adults
- Work constructively as part of a team, understanding classroom roles and responsibilities and your own position within these.
- Have awareness at all times of child protection issues, informing the Designated Safeguarding Lead as the named persons of any concerns that they might have
- Be hungry to make a real difference.
- Be humble enough to accept feedback to continually improve.
- Have a firm, but fair approach to behaviour.
- Be calm and logical under pressure.
- To provide a positive role model through a commitment to high standards and smart, professional appearance.

#### Review arrangements

This document will be reviewed following end of year performance management reviews. However, either party may raise issues at any time that is appropriate.

Signed..... (Post holder)

Signed..... Principal

Date.....

An electronic copy of this document will be kept with your personnel records.