

## **JOB DESCRIPTION**

### **TEACHING ASSISTANT**

Reporting to:	Line Manager
Location:	Chilwell Croft Academy (Primary School)
Weeks of work:	36.5 hours per contracted working week (pro-rata) Flexible in line with the needs of the Trust 39 weeks pa (term time only)
Grade/Salary:	Grade 3, Spinal Column Points (SCPs 9 to 22) £25,119 to £31,364 pro rata per annum which is £21,963 - £27,423 (salary range as of 01.04.2023)
Pay progression:	Incremental progression within the grade will be subject to professional criteria-based performance assessment

### **Job Purpose**

The focus of this post is to take responsibility for the day-to-day operation of provisions made by the school for pupils and provide professional support, to secure high-quality teaching and learning and the effective use of resources to bring about improved standards of achievement for all pupils. This level is applicable to experienced Teaching Assistants whose working role calls for competence across a varied range of responsibilities.

### **Key Responsibilities:**

- This level is applicable to experienced teaching assistants whose working role calls for competence across a varied range of responsibilities.
- To support teaching staff in the development and education of pupils

### **Support for pupils (either individually or in groups)**

- Support the activities of individuals or groups
- Establish and maintain relationships with individual pupils and groups.
- Contribute to individual Education Plans as appropriate.
- Support pupils during learning activities.
- Promote pupils' social and emotional development.
- Contribute to the health and well-being of pupils.
- Support children with specific needs (where appropriate to the focus of the role), for example, sensory and/ or physical impairment, cognitive or learning difficulties, behavioural, emotional, and social development needs, communication and interaction difficulties.
- Support pupils with reading, writing, communication, and mathematics (RWCM)
- Support pupils to access the curriculum.
- Dealing with the personal care needs of children where appropriate in line with the guidance of the local authority

### **Support for the teacher (s)**

- Observe and report on pupil performance
- Contribute to the planning and evaluation of learning activities.
- Assist in preparing and maintaining the learning environment.
- Contribute to the management of pupils' behaviour.

- Contribute to maintaining pupils' records
- Support the maintenance of pupils' safety and security.
- Supervise the whole class for a short time in an emergency (normally for a period less than a whole lesson until the teacher returns or alternative arrangements are made) or for a very short period of a planned absence for less than a whole lesson
- Liaise with teachers prior to lessons to ensure support can be effective.
- Undertake routine marking in line with school policy
- Provide general administrative support, for example, administering coursework, producing worksheets, etc.

### **Support for the school**

- Support the development and effectiveness of teamwork within the school environment
- Develop and maintain working relationships with other professionals
- Liaise with parents as appropriate
- Review and develop own professional practice
- Work as required across the curriculum and in all Key Stages within the school in accordance with the job

### **Support for the curriculum**

- Support the use of information and communication technology in the classroom
- Take responsibility for promoting the safeguarding and welfare of children and young people ensuring their tasks are carried out with due regard to Health and Safety
- To participate in appropriate professional development including adhering to the principle of performance management.
- To adhere to the ethos of the school
- To promote the agreed vision and aims of the school
- To set an example of personal integrity and professionalism
- Attendance at appropriate staff meetings and parent's evenings

### **Other Responsibilities**

- Any other duties as commensurate within the grade in order to ensure the smooth running of the school

*Equitas Academies Trust is committed to safeguarding and promoting the welfare of children, young people and vulnerable adults and expects all staff and volunteers to share this commitment. The successful candidate will be subject to all pre-employment checks necessary to meet safer recruitment requirements, including a satisfactory enhanced DBS check, right-to-work check and references.*

**PERSON SPECIFICATION  
TEACHING ASSISTANT  
Method of Assessment (MOA)**

<b>AF - Application form</b>	<b>C - Certification</b>	<b>I - Interview</b>	<b>T-Test Exercise</b>	<b>or</b>	<b>P - Presentation</b>
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<b>Criteria</b>	<b>Essential/Desirable (E/D)</b>	<b>MOA</b>
<b>Qualifications/Education</b> NB: Full regard must be given to overseas qualifications	Educated to GCSE level in English and Maths (or equivalent) (E)	AF/C/T
	Satisfactory completion of TA training. (E)	AF/C
	Qualification or equivalent training. (E)	AF/C/I
<b>Experience</b>	Experience of working as part of team (E)	AF/I
	Experience and ability to undertake a range of teaching activities with confidence, working effectively with individual pupils, groups of pupils, and whole classes (E)	AF/I
	Ability to work as part of a team. (E)	AF/I
<b>Skills &amp; Ability</b>	An ability to fulfil all spoken aspects of the role with confidence using the English Language as required by <b>Part 7 of the Immigration Act 2016. (E)</b>	AF/I
	Knowledge of how ICT is used to support pupils learning and ability to use ICT effectively in a classroom setting. (E)	AF/I/T
	Good organisational and time management skills (E)	AF/I
	Ability to contribute to assessment and monitoring of pupil progress(E)	AF/I
	Ability to maintain a high degree of confidentiality and to use discretion in dealing with sensitive information. (E)	AF/I
	Ability to work collaboratively with teachers and others(E)	AF/I
	Ability to use a range of Information and communication technology to a competent level. (D)	AF/I
	Ability to communicate accurately and effectively verbally and in writing (E)	AF/I

	<p>Commitment to maintaining and complying with Health and Safety regulations. (E)</p> <p>Committed to attending professional development training and updating skills according to the revised financial procedures. (D)</p>	<p>AF/I</p> <p>AF/I</p>
<b>Behaviours</b>	<p>To proactively take the time to develop yourself and (where applicable) others through attendance at training, coaching, mentoring, etc (E)</p> <p>A willingness to personally embrace and celebrate the ethos and values of the Trust (E)</p>	<p>AF/I</p> <p>AF/I</p>

All staff are expected to understand and be committed to equal opportunities in employment and service delivery in line with the equality act.

Reviewed by: \_\_\_\_\_

Date: \_\_\_\_\_