



## **WESTCOUNTRY SCHOOLS TRUST JOB DESCRIPTION**

<b>Job Title:</b>	Teaching Assistant
<b>Location:</b>	Across the Trust (based at Plymstock School currently)
<b>Grade/salary:</b>	Plymouth SCP 3 - 4 £24,796 - £25,185 FTE (Actual salary £15,497.66 - £15,740.79)
<b>Hours:</b>	27 hours per week x 39 weeks per annum
<b>Reports to:</b>	SENDCo
<b>Responsible for:</b>	N/A
<b>Key relationships:</b>	Teaching Staff, SEND Team Leaders, Pastoral Team

### **Job Purpose**

Under the direction and instruction of the SENDCo, provide general support to staff and pupils.

### **Duties and Responsibilities**

#### **Support for Students**

- 1 Support students in accessing learning activities as directed by the teacher
- 2 Provide feedback to students in relation to progress and achievement.
- 3 Ensure the maintenance of a clean and orderly working environment.
- 4 Timely and accurate preparation of routine equipment/resources/materials as set out in instructions from the staff lesson plan and curriculum.
- 5 Undertake basic record keeping as directed.
- 6 Assist with learning activities ensuring health and safety and good behaviour of the student.
- 7 Maintenance of everyday equipment, check for quality/safety.

#### **Support for the School**

- 8 Be aware of and comply with policies and procedures relating to child protection, health, safety and security and confidentiality, reporting all concerns to an appropriate person.
- 9 Be aware of and support difference and ensure all pupils have equal access to opportunities to learn and develop.
- 10 Contribute to the overall ethos/work/aims of the school.
- 11 Appreciate and support the role of other professionals.
- 12 Attend relevant meetings and as required.
- 13 Participate in training and other learning activities and performance development as required.

#### **General Duties**

- 14 Be an effective role model for the standards of behaviour expected of students.
- 15 To act in accordance with, and actively promote, all Trust policies, including Safeguarding, Health and Safety and Equality & Diversity.

- 16 To participate in Continuing Professional Development (CPD relevant to the role and to engage in Performance Development Reviews (PDRs).
- 17 Preparing and contributing to Trust wide development by sharing best practice and delivering/receiving professional feedback.
- 18 To retain confidentiality and maintain data and/or files in accordance with Trust policies for data governance, as appropriate for the role.

Plymstock School is committed to providing access, aids, adaptations and alternatives wherever possible and reasonable to enable disabled people to fulfil the criteria for, and undertake the duties of, its jobs.

*This job description provides a general reflection of the main duties and responsibilities of the post at the date of production. You may be expected to take on other reasonable activities deemed to be within the character of the post to assist in efficient service delivery. The duties may change over time as requirements and circumstances evolve without changing the general character of the post or level of responsibility.*

## PERSON SPECIFICATION

E = Essential, D = Desirable

Method of Assessment The table indicates the possible method/s by which the skills/knowledge/level of competence in each area will be assessed.	Essential or Desirable	Application Form	Interview (or other selection activity)
<b>QUALIFICATIONS:</b>			
GCSE English and Maths Grade C/4 or above, or equivalent	E		
First Aid Experience	E		
Knowledge of ICT systems	E		
Current First Aid Certificate	D		
<b>EXPERIENCE:</b>			
Experience of working in a busy environment	E		
Experience of working with children/young adults	E		
Experience in administering first aid	D		
Experience of working in a school environment	D		
<b>KNOWLEDGE, SKILLS AND ABILITIES:</b>			
Interest in and enjoyment of working with children	E		
Excellent communication skills	E		
Compassionate and caring	E		
Punctual and reliable	E		
Confidentiality of information	E		
High levels of commitment and enthusiasm	E		
Initiative, flexibility and ability to work independently	E		
Commitment to equal opportunities	E		
Commitment to Safeguarding	E		
Calm under pressure	E		
Reflect on and develop professional practice	E		
Good relationships with students	E		
Good organisation skills	E		
Good motivation skills	E		
Effective communication and interpersonal skills	E		

<b>VALUES-BASED BEHAVIOURS:</b>			
<b>Compassion:</b>			
Recognising need in others and acting with positive intention to promote well-being and improve outcomes	X		X
<b>Aspiration:</b>			
Works to high expectations, modelling the delivery of high-quality outcomes	X		X
Showing passion, persistence and resilience in seeking creative solutions to strive for continuous improvement and excellence	X		X
<b>Integrity:</b>			
Acting always in the interests of children and young people,	X		X
Acting with a consistent and uncompromising adherence to strong moral and ethical principles	X		X
Communicating with transparency and respect, creating a working environment based on trust and honesty	X		X
<b>Collaboration:</b>			
Creating a shared vision and working effectively across boundaries in an equitable and inclusive way to skilfully influence and engage others	X		X
<b>FURTHER REQUIREMENTS:</b>			
Ability to work as part of a team	E		
Willingness to undertake further training as required	E		