Support Staff: Job Description and Person Specification

Position Title	Teaching Assistant
Reporting to	Headteacher
Hours	38.25 hours per week for 39 weeks per year
Grade/Point	C6

This job description is not a comprehensive definition of the post. Discussions will take place on a regular basis to clarify individual responsibilities within the general framework and character of the post as identified below.

Summary of Role:

- To work under the instruction guidance of teaching/senior staff to undertake work/care/support programmes, to enable access to learning for pupils and to assist the teacher in the management of pupils and the classroom. Work may be carried out in the classroom or may regularly take place outside the main teaching area.
- This role requires the ability to fulfil all spoken aspects of the role with confidence and fluency in English.

Supervision Arrangements:

The class teacher will take overall responsibility for the progress of pupils within the class.

Main Duties and Responsibilities:

- To work under instruction/guidance to enable access to learning by:
- Attending to the welfare and personal care of pupils including those with special educational needs.
- Delivering pre-determined learning/care/support programmes.
- Implementing literacy/numeracy programmes.
- Assisting with the planning cycle.
- Undertaking general clerical/administrative support for the teacher/department.

General Duties

Support the teacher by:

- Creating and maintaining a purposeful, orderly and supportive environment, in accordance with lesson plans.
- Assisting with the display of pupils' work.
- Using strategies, in liaison with the teacher, to support pupils to achieve learning goals.
- Assisting with the planning of learning activities on a regular basis.

- Monitoring pupils' responses to learning activities and accurately recording achievement/progress as directed.
- Providing detailed and regular feedback to teachers on pupils' achievement, progress, problems etc.
- Promoting good pupil behaviour, dealing promptly with conflict and incidents in line with established policy and encouraging pupils to take responsibility for their own behaviour.
- Establishing constructive relationships with parents/carers and where appropriate participating in feedback sessions with parents alongside the teacher.
- Administering routine tests, invigilating exams and undertaking routine marking of pupils' work.

Supporting pupils by:

- Supervising and providing particular support for pupils, including those with special needs, ensuring their safety and access to learning activities.
- Assisting with the development and implementation of Individual Education/Behaviour Plans and Personal Care Programmes.
- Establishing constructive relationships with pupils and interacting with them according to individual needs.
- Promoting the inclusion and acceptance of all pupils.
- Encouraging pupils to interact with others and to engage in activities led by the teacher.
- Setting challenging and demanding expectations and promoting self-esteem and independence.
- Providing feedback to pupils in relation to progress and achievement under the guidance of the teacher.

Support the curriculum by:

- Undertaking structured and agreed learning activities/teaching programmes and adjusting activities according to pupil responses.
- Undertaking programmes linked to local and national learning strategies e.g. literacy, numeracy, recording achievement and progress and feeding back to the teacher.
- Supporting the use of ICT in learning activities and developing pupils' competence and independence in its use.
- Preparing, maintaining and using equipment/resources required to meet the lesson plans/relevant learning activity and assisting pupils in their use.

Support the school by:

- Being aware of and complying with policies and procedures relating to child protection, health, safety and security, confidentiality and data protection, and reporting all concerns to an appropriate person.
- Being aware of and supporting difference and ensuring all pupils have equal access to opportunities to learn and develop.
- Contributing to the overall ethos/work/aims of the school.
- Appreciating and supporting the role of other professionals.
- Attending relevant meetings as required.

- Participating in training and other learning activities and performance development as required.
- Assisting with the supervision of pupils out of lesson times, including before and after school and at lunchtimes as required.
- Accompanying teaching staff and pupils on visits, trips and out of school activities as required and taking responsibility for a group under the supervision.

Data Protection / General Data Protection Regulations Compliance

The Privacy Notice sets our general principles in relation to Data Protection and the General Data Protection Regulations. You should also abide all Trust policies relating to the use of data including but not limited to:

- o Acceptable Use Policy
- o Records Retention Policy
- o Personal Data Breach Procedure
- o Employee Code of Conduct
- o E-safety Policy
- o Social Media Policy
- o Use of Personal Devices Policy

Our Privacy Notice for Employees explains how we use your personal data.

You should note that a duty of confidentiality applies to all personal data seen prior to the first day of employment.

Person Specification:

Criteria	Essential	Desirable
Professional Qualifications and Learning	• GCSE grade C or equivalent in English and Maths • Level 3 Teaching Assistant qualification	• First aid qualification
Experience	• Successful recent experience working with children in a school environment • Previous school administration experience and working • Working with school MIS	• Knowledge of working with Arbor. • Knowledge of relevant codes of practice and school policies
Skills	• Proven ability to communicate effectively, verbally and in writing, at all levels • Excellent grammatical, spelling and punctuation skills • Ability to work on own initiative and to meet deadlines • Strong organisational and planning skills • Manage own time and priorities effectively • Good working knowledge of Microsoft Office • Reliable and trustworthy	• Ability to solve problems and find creative solutions • Calm under pressure with a flexible and adaptive approach to work • Awareness to and commitment to equality issues
Additional	• Ability to work effectively as part of a team and work collaboratively with parents/carers • Displays commitment to the protection and safeguarding of children and young people • Up to date knowledge and understanding of relevant legislation and guidance in relation to the protection and safeguarding of children and young people	• Committed to personal and professional development • Able to manage time effectively • A belief in the ability of children and young people to achieve and overcome obstacles to their learning

| | • A highly professional approach to their work | |
| | • Embodies the Trust's vision and values | |

Dartmoor Multi Academy Trust is an equal opportunity employer.

All schools in The Dartmoor Multi Academy Trust are committed to safeguarding and promoting the welfare of children and young people and expect all staff and volunteers to share this commitment.

The successful candidate will be required to undertake an Enhanced Disclosure via the Disclosure Barring Service (DBS).

Signed:

Date: