



Astrea Academy Trust

LEARN, THRIVE, SUCCEED

# Role Profile

Teaching Assistant

Hatfield Primary  
Academy

## **ROLE SPECIFICATION**

<b>Academy / Department</b>	Hatfield Primary Academy
<b>Post title</b>	Teaching Assistant
<b>Responsible to</b>	Principal
<b>Full time Salary</b>	£25,989 - £26,826 FTE
<b>Pro-Rata Actual Salary</b>	£22,426 - £23,146
<b>Working Pattern</b>	39 week per year, Full Time
<b>Working Hours</b>	37hrs per week / <b>Monday– Thursday:</b> 08:00 – 16:00 / <b>Friday</b> 08:00- 15:30
<b>Line Management Responsibility</b>	No

## **ROLE SUMMARY**

The Teaching Assistant is required to support in shaping the education of our children, making everyday count and providing high quality and memorable learning for everyone.

You will work alongside an exceptional and supportive team of professionals, both teachers and wider support staff who strive to deliver outstanding learning and develop individuals who become confident, lifelong learners with aspirations for their futures.

## **KEY RESPONSIBILITIES AND DUTIES**

### **Support for the Pupil**

- ★ Establish good working relationships with pupils, acting as a role model
- ★ Be aware of and respond appropriately to individual pupil needs ensuring effective interaction
- ★ Provide specific support to pupils dependent upon their individual needs ensuring their safety whilst supporting access to learning activities
- ★ Promote inclusion and acceptance of all pupils
- ★ Encourage pupils to interact with others and engage in activities led by the teacher
- ★ Promote self-esteem and independence
- ★ Provide feedback to pupils in relation to progress and achievement under guidance and direction of the teacher

### **Support for the Teacher**

- ★ Provide minimal clerical/administration support (e.g. photocopying, typing, filing, collecting money etc.)
- ★ Assist with the display of children's work
- ★ Create and maintain a purposeful, orderly and supportive environment, in accordance with lesson plans
- ★ In liaison with the teacher, utilise strategies to support pupils in achieving learning goals
- ★ Report pupil achievements, progress and issues as appropriate in agreed

format

- ★\* Undertake pupil record keeping as requested
- ★\* Administer routine standardised tests and invigilate exams
- ★\* Promote good pupil behaviour, dealing promptly with conflict and incidents and encouraging pupils to take responsibility for their own behaviour in line with established school policy
- ★\* Establish constructive relationships with parents/carers

### **Support for the Curriculum**

- ★\* Undertake structured and agreed learning activities/learning programmes, taking into account / consideration pupil learning styles
- ★\* Undertake literacy/numeracy programmes, recording achievements and progress, and providing appropriate reports and feedback for the teacher
- ★\* Support the use of ICT in learning activities and develop pupils' competence and independence in its use.
- ★\* Prepare, maintain and use equipment/resources required to meet the lesson plans/relevant learning activity and assist pupils in their use.

### **Support for the School**

- ★\* Be aware of and comply with school policies and procedures relating to child protection, health, safety and security, confidentiality and data protection.
- ★\* Report all concerns to the appropriate person (as named in the policy concerned).
- ★\* Be aware of and support difference and ensure all pupils have equal access to opportunities to learn and develop
- ★\* Contribute to the school ethos, aims and development/improvement plans
- ★\* Appreciate and support the role of other professionals • Participate in training and other learning activities as required
- ★\* Assist with the supervision of pupils out of directed lesson time, including before and after school if appropriate and within working hours
- ★\* Accompany teaching staff and pupils on visits, trips and out of school activities as required.
- ★\* Attend relevant meetings as required
- ★\* The post holder may reasonably be expected to undertake other duties commensurate with the level of responsibility that may be allocated from time to time • You may be required to be First Aid trained.
- ★\* Fulfil any other duties commensurate with the post as required by the Line Manager or Principal. This may include general administrative work.

*The above duties are not exhaustive and the post holder may be required to undertake tasks, roles and responsibilities as may be reasonably assigned to them by the Principal.*

### **PERSON SPECIFICATION**

	<b>Essential</b>	<b>Desirable</b>
<b>Education and Training</b>		

GCSE Maths and English Grade C/4 or above education or equivalent	•	
Level 2/3 for Teaching Assistants		•
<b>Experience</b>		
Minimum of 2 years' experience of working with and/or caring for children within specified age range or NVQ2 or equivalent in teaching assistance		•
Experience of resources preparation to support learning programmes		•
<b>Knowledge</b>		
Training in the literacy/numeracy strategy	•	
Confident in supporting students with a range of behavioural needs	•	
General understanding of school curriculum and other basic learning programmes and techniques (within specified age range)	•	
General awareness of inclusion, especially within a school setting	•	
A good understanding of safeguarding and Keeping Children Safe in Education	•	
<b>Professional Skills</b>		
Ability to work effectively within a team environment, understanding classroom roles and responsibilities	•	
Ability to build effective working relationships with all pupils and colleagues	•	
Ability to promote a positive ethos and role model positive attributes	•	
Understanding of IT and other basic technology – video, photocopier	•	
First Aid trained or willing to undergo training	•	
Ability to build and maintain successful relationships with pupils, treat them consistently, with respect and consideration and demonstrate concern for their development as learners	•	
Ability to work collaboratively with colleagues and carry out role effectively, knowing when to seek help and advice	•	
Able to liaise sensitively and effectively with parents and carers recognising their role in pupil learning	•	
Able to improve their own practice through observations, evaluations and discussion with colleagues.	•	
<b>Personal Qualities</b>		
Confident, enthusiastic and motivated with a passion for people practice	•	
High expectations of all pupils; respect for their social,	•	

cultural, linguistic, religious and ethnic background and a commitment to raising their educational achievements		
Commitment to self-development and continual improvement	•	
Strong relationship building skills with the ability to work as part of a team understanding Trust roles and responsibilities and own position within these	•	
Commitment to Diversity, Equity and Inclusion	•	
Ability to command credibility and respect	•	
Flexible and organised approach to work	•	
High levels of resilience and emotional maturity	•	
Inquisitive nature with sound problem solving skills, judgement and initiative	•	
Can-do attitude and solution focused approach with an ability to manage expectations	•	
Able to adapt to changing circumstances and new ideas	•	
High level of integrity with an ability to self-evaluate and reflect	•	

### **GENERAL RESPONSIBILITIES**

- ★\* Contribute to the overall aims of the Trust and Academy Improvement Plans.
- ★\* Commitment to continual learning and development of skills.
- ★\* Behave in a manner that is professional, friendly and fair demonstrating and role modelling politeness and respectfulness.
- ★\* Demonstrate an excellent record of attendance and punctuality.
- ★\* Be aware of and comply with Trust policies and procedures including but not exhaustive of:
  - Acceptable Use of IT Policy
  - Code of Conduct
  - Keeping Children Safe in Education (KCSIE 2024)
  - Child Protection and Safeguarding Policy
- ★\* Work cooperatively as part of the Trust wide staff team.
- ★\* This role profile is not exhaustive and undertaking other duties may be required.

### **THIRD PARTY CHECK**

Is this role subject to the following checks?

Disclosure Barring Service Enhanced Check (DBS)	Yes
Section 128 (S128) check	No
Is this role a Senior Leadership Role with management responsibility for the academy?	

## **APPLICATION PROCESS**

Due to the Education sector requirements and that we must comply with Keeping Children Safe in Education (KCSIE) an application form must be completed. We are unable to accept a CV as form of application. We recognise that our application forms are comprehensive. If you have any difficulties completing, please do contact [recruitment@astreaacademytrust.org](mailto:recruitment@astreaacademytrust.org)