



## WESTCOUNTRY SCHOOLS TRUST JOB DESCRIPTION

<b>Job Title:</b>	Teaching Assistant
<b>Location:</b>	Across the Trust (based at Sherford Vale School and Nursery currently)
<b>Grade/salary:</b>	Devon Grade C £25583-£26403 FTE
<b>Hours:</b>	To be confirmed 39 weeks per year
<b>Reports to:</b>	<b>Headteacher</b>

### **Job Purpose**

The Teaching Assistant supports the effective operation of the trust and works to uphold and promote its vision and values. To work under the direct instruction of teaching/senior staff. To support individual children with learning needs as well as supporting other children and completing other general classroom duties.

### **Duties and Responsibilities**

1. At all times demonstrate and uphold WeST's core values, ensuring that behaviour, actions and decisions align with the principles that guide our work.
2. To act in accordance with, and actively promote, all Trust policies, including Safeguarding, Health and Safety and Equality & Diversity.
3. To participate in Continuing Professional Development (CPD relevant to the role and to engage in Performance Development Reviews (PDRs).
4. Preparing and contributing to Trust wide development by sharing best practice and delivering/receiving professional feedback.
5. To retain confidentiality and maintain data and/or files in accordance with Trust policies for data governance, as appropriate for the role.
6. Support the learning and progress of children
7. Attending to the welfare and personal care of pupils including those with special educational needs
8. Working with small groups or one to one
9. Undertaking general clerical/organisational support for the teacher Support the teacher by:
10. Preparing the classroom as directed for lessons and clearing afterwards
11. Assisting with the display of pupils' work
12. Being aware of pupil problems/progress/achievements and reporting these to the teacher as agreed
13. Undertaking pupil record keeping as requested.
14. Being aware of/working within planned learning activities
15. Occasional contribution to planning e.g. for individual pupils, general English/Mathematics
16. Adapting learning to meet the needs of individuals
17. Working with the teacher in managing pupil behaviour and reporting difficulties as appropriate
18. Gathering/reporting information from/to parents/carers as directed.
19. Providing clerical/administrative support e.g. photocopying, typing, filing, collecting money etc.



Supporting pupils by:

- Supervising and providing support for pupils, including those with special needs, ensuring their safety and access to learning
- Attending to the pupils' personal needs, and implementing related personal programmes, including social, health, physical, hygiene, first aid. Intimate care and welfare matters
- Establishing good relationships with pupils, acting as a role model and being aware of and responding appropriately 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
- Encouraging pupils to act independently as appropriate Support the curriculum by:
- Supporting pupils to understand instructions
- Supporting pupils in respect of learning
- Supporting pupils using IT as directed
- Preparing and maintaining equipment/resources as directed by the teacher and assisting pupils in their use.
- Providing stimulating and exciting activities for children to engage with.

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 and events as part of the wider life of the school
- 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.
- Ensure safeguarding protocol is followed at all times and any incidents reported on CPOMS.

We are looking for:

- Someone who is patient and committed to raising standards.
- A good communicator and listener.
- Someone who has a caring nature and is empathetic and patient.
- A good team player with good self-awareness and who can act on their own initiative.
- A positive attitude with great enthusiasm.
- To be hardworking and flexible.

*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>VALUES-BASED BEHAVIOURS - It is important to us that your values align with ours:</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>QUALIFICATIONS:</b>			
Good English/Mathematical Skills	E	X	
Level 2 equivalent or above	D	X	
Paediatric First Aid	D	X	
<b>EXPERIENCE:</b>			
Working with or caring for children of relevant age, working in a school setting	E	X	X
Evidence of working with SEND needs and or relevant qualifications	D	X	X
<b>KNOWLEDGE, SKILLS AND ABILITIES:</b>			
Ability to use technology to a basic level e.g. computer, video, photocopier etc	E	X	X
Ability to relate well to children and adults	E	X	X
Ability to work constructively as part of a team, to understand classroom roles and responsibilities and to understand own position within these	E	X	X



**FURTHER REQUIREMENTS:**

To participate in training/development as/when identified by line manager as essential for the post	E	X	X
Willingness to participate in other development and training opportunities	E	X	X