



## WESTCOUNTRY SCHOOLS TRUST JOB DESCRIPTION

<b>Job Title:</b>	Teaching Assistant
<b>Location:</b>	Across the Trust (based at Buckfastleigh Primary School currently)
<b>Grade/salary:</b>	Devon NJC C 5-7 £13.26-£13.69 per hour
<b>Hours:</b>	21 hours per week (4 days) 38 weeks per year
<b>Reports to:</b>	Headteacher
<b>Responsible for:</b>	N/A
<b>Key relationships:</b>	All school staff, pupils, catering staff, parents/carers

### Job Purpose

The Teaching Assistant supports the effective operation of the trust and works to uphold and promote its vision and values.

To work independently and under the general instruction and guidance of senior leaders and teaching staff to support the delivery of quality teaching and learning and to assist in raising standards of achievement for all pupils. This will include undertaking activities and work with pupils on an individual or group basis to enable access to learning, and assisting the teacher in the management of pupils, either within or outside the main classroom area.

### 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. Support and supervise individual pupils or groups as required with teacher-led or planned learning activities whilst monitoring and informing on progress, in order to enable pupils to achieve their full learning potential
3. Support the teacher on a range of activities that support teaching and learning, and result in improved outcomes for pupils (see below for specific duties)
4. Support pupils in a specialist area [e.g. ICT, literacy, numeracy]
5. Establish and maintain appropriate relationships with individual pupils and groups by communicating effectively and encourage their social and emotional development, building trust and rapport to support an effective learning environment
6. Be aware of and understand individual pupil needs to support them to participate in activities, using and modifying equipment or resources appropriately and dealing with challenges as they arise
7. Set challenging and demanding expectations for our pupils, whilst promoting their self-esteem and independence
8. Providing feedback and encouragement to pupils as appropriate in relation to progress and achievement, under the guidance of the teacher or other senior members of staff
9. To work with groups of children with SEND needs.
10. Deliver tailored teaching activities to groups of children.
11. Use specialist (curriculum/learning) skills/training/experience to support pupils in their learning
12. Promote the inclusion and acceptance of all pupils within the classroom
13. Support pupils consistently whilst recognising and responding to their individual needs
14. Encourage pupils to interact and work co-operatively with others and engage all pupils in activities
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.

#### **Specific support for the teacher and the school**

1. To work alongside the class teacher to ensure these children learning/social needs are met with the classroom
2. Provide general administrative support, for example, photocopying and preparation of materials to support teaching and learning and other school activities
3. Preparing and presenting displays of children's work as required both in the classroom and around the wider school
4. Working alongside the class teacher and other senior members of staff to ensure that learning resources are ready for use
5. Prepare and effectively use ICT within the classroom to support and promote learning
6. Promote good behaviour, contribute to and fairly apply an effective behaviour management strategy
7. To contribute to the preparation and delivery of programmes of work and individual education plans
8. Accurately record achievement and sharing that accurate information with other senior members of staff, practitioners and parents/families as appropriate
9. Maintain an up to date understanding of the requirements of the role and continue to develop professional practices
10. Follow relevant school procedures and ensure confidentiality at all times
11. Attend and participate in relevant meetings as required

*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 – TEACHING ASSISTANT**

E = Essential, D = Desirable

<b>Method of Assessment</b> The table indicates the possible method/s by which the skills/knowledge/level of competence in each area will be assessed.	<b>Essential or Desirable</b>	<b>Application Form</b>	<b>Interview (or other selection activity)</b>
<b>VALUES-LED CULTURE (The WeSt Way) - It is important to us that your values align with ours:</b>			
<b>Collaboration:</b>			
We are “Stronger Together”, sharing expertise across the Trust to lift every school	E		X
<b>Aspiration:</b>			
We refuse to accept that geography or disadvantage dictates destiny	E		X
<b>Integrity:</b>			
We act ethically, transparently, and with financial propriety	E		X
<b>Compassion:</b>			
We recognise need and act with positive intention to support wellbeing	E		X
<b>Respect:</b>			
We value diversity, listen to our communities, and treat every individual with dignity	E		X
<b>QUALIFICATIONS:</b>			
Good literacy and numeracy skills	E	X	X
TA qualification	D	X	
<b>EXPERIENCE:</b>			
Working with or caring for children of relevant age	D	X	
Working with children with additional needs	D	X	
Planning and delivering learning activities	D	X	X
<b>KNOWLEDGE, SKILLS AND ABILITIES:</b>			
Ability to use technology to a basic level, eg iPads, Chromebooks, photocopier	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 role and responsibilities and to understand own position within these	E	X	X
Ability to interact positive with a group of children or on a one-to-one basis	E		X
Ability to promote inclusion of all pupils	E		X
<b>FURTHER REQUIREMENTS:</b>			
Compassionate and resilient	E		X

Ability to remain calm in stressful situations	<b>E</b>		<b>X</b>
Experience of employing de-escalation techniques with children	<b>D</b>	<b>X</b>	<b>X</b>
Highly committed to the personal growth and development of children	<b>E</b>		<b>X</b>