



## WESTCOUNTRY SCHOOLS TRUST

### JOB DESCRIPTION

<b>Job Title:</b>	Teaching Assistant
<b>Location:</b>	Callington Community College
<b>Grade/salary:</b>	Cornwall Grade D £24,796 FTE per annum Actual salary £19,228 per annum
<b>Hours:</b>	33.5 hours per week (term time plus 5 INSET days)
<b>Reports to:</b>	SENDCO
<b>Responsible for:</b>	N/A
<b>Key relationships:</b>	Tutors, Curriculum leaders, Senior Leadership Team, students and their families, DSL, SENDCo, Inclusion team.

#### Job Purpose

To work under the instruction/guidance of teaching/senior staff to undertake work/care/support programmes, to enable access to learning for students and to assist the teacher in the management of students and the classroom. Work may be carried out in the classroom or outside the main teaching.

#### Responsibilities in supporting the student

- 1.1 Supervise and provide particular support for students, including those with special needs, ensuring their safety and access to learning activities.
- 1.2 Assist with the development and implementation of Early Help, ADPR and EHCP plans
- 1.3 Establish constructive relationships with students and interact with them according to individual needs.
- 1.4 Promote the inclusion and acceptance of all students.
- 1.5 Encourage students to interact with others and engage in activities led by the teacher.
- 1.6 Set challenging and demanding expectations and promote self-esteem and independence.
- 1.7 Provide feedback to students in relation to progress and achievement under guidance of the teacher.

#### Responsibilities in supporting the teacher

- 2.1 Create and maintain a purposeful, orderly and supportive environment, in accordance with lesson plans and assist with the display of students' work.
- 2.2 Use strategies, in liaison with the teacher, to support students to achieve learning goals.
- 2.3 Assist with the planning of learning activities.
- 2.4 Monitor students' responses to learning activities and accurately record achievement/progress as directed.
- 2.5 Provide detailed and regular feedback to teachers and SENDCo on students' achievement, progress, problems etc.

- 2.6 Promote good student behaviour, dealing promptly with conflict and incidents in line with established policy and encourage students to take responsibility for their own behaviour.
- 2.7 Establish constructive relationships with parents/carers.
- 2.8 Administer routine tests and invigilate exams and undertake routine marking of students' work.

**Responsibilities in supporting the curriculum**

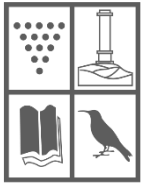
- 3.1 Undertake structured and agreed learning activities/teaching programmes using differentiated materials provided by teaching staff
- 3.2 Support programmes linked to local and national learning strategies e.g. literacy, numeracy and KS3 recording achievement and progress and feeding back to the teacher.
- 3.3 Support the use of ICT in learning activities and develop students' competence and independence in its use.
- 3.4 Prepare, maintain and use equipment/resources required to meet the lesson plans/relevant learning activity and assist students in their use.

**General**

- 4.1 Be aware of and comply with Callington Community College's policies and procedures relating to child protection, health, safety and security, confidentiality and data protection, reporting all concerns to an appropriate person.
- 4.2 Be aware of and support difference and ensure all students have equal access to opportunities to learn and develop.
- 4.3 Contribute to the overall ethos/work/aims of the Callington Community College.
- 4.4 Attend and participate in relevant meetings (College and External) as required.
- 4.5 Participate in training and other learning activities and performance development as required.
- 4.6 When requested, assist with the supervision of students out of lesson times, including before and after school and at lunchtimes.
- 4.7 Accompany teaching staff and students on visits, trips and out of school activities as required and take responsibility for a group under the supervision of the teacher.

*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.*

**Signed** ..... **Date** .....



**PERSON SPECIFICATION**

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-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>			
GCSE English and mathematics at Grade C and above	E	X	X
NVQ or other equivalent qualifications/experience	D	X	X
Willingness to participate in other training opportunities	E	X	X
<b>EXPERIENCE:</b>			
Working with or caring for children of a relevant age	E	X	X
Basic understanding of child development and learning	E	X	X
General understanding of national/foundation stage curriculum and other basic learning programmes	E	X	X
Working with or caring for children of a relevant age	E	X	X

Basic understanding of child development and learning	<b>E</b>	<b>X</b>	<b>X</b>
Understanding of relevant policies/codes of practice and awareness of relevant legislation	<b>D</b>	<b>X</b>	<b>X</b>
<b>KNOWLEDGE, SKILLS AND ABILITIES:</b>			
Committed to improving the lives of children and young people	<b>E</b>	<b>X</b>	<b>X</b>
Ability to effectively use ICT to support learning, or to undertake training to do so	<b>E</b>	<b>X</b>	<b>X</b>
Ability to use other technology to support learning – e.g. computer, tablets, photocopier etc.	<b>E</b>	<b>X</b>	<b>X</b>
Ability to self-evaluate learning needs and actively seek learning opportunities	<b>E</b>	<b>X</b>	<b>X</b>
Ability to relate well to children and adults	<b>E</b>	<b>X</b>	<b>X</b>
Ability to work constructively as part of a team	<b>E</b>	<b>X</b>	<b>X</b>
<b>PERSONAL CHARACTER (Qualities and Abilities)</b>			
Sense of personal drive and ambition	<b>E</b>	<b>X</b>	<b>X</b>
High levels of energy and enthusiasm	<b>E</b>	<b>X</b>	<b>X</b>
Approachability, openness and integrity	<b>E</b>	<b>X</b>	<b>X</b>
Resilient individual	<b>E</b>	<b>X</b>	<b>X</b>
A good sense of humour and good interpersonal and communication skills	<b>E</b>	<b>X</b>	<b>X</b>
Absolute discretion and ability to maintain confidentiality	<b>E</b>	<b>X</b>	<b>X</b>
<b>FURTHER REQUIREMENTS:</b>			
An awareness, understanding and commitment to the protection and safeguarding of children and young people.	<b>E</b>	<b>X</b>	<b>X</b>
Cares deeply about the success of every child and every member of staff	<b>E</b>	<b>X</b>	<b>X</b>
Committed to continuous personal and school improvement.	<b>E</b>	<b>X</b>	<b>X</b>
Have high expectations of self and others and provide a role model for students and staff.	<b>E</b>	<b>X</b>	<b>X</b>