

Inspire Partnership Academy Trust

**Teaching Assistant (TA) Job Description & Person Specification**

<b>Role:</b>	Teaching Assistant
<b>Location:</b>	Elaine Primary School
<b>Contract:</b>	Term-Time Only + (inset days)
<b>Salary</b>	Grade D2 - Spine Point 4-11 (£25,185 to £28,142) NJC England and Wales
<b>Hours of Work</b>	Monday - Friday - Full-Time 32.5 Hours Per Week
<b>Reports to</b>	Headteacher

## Purpose of Job - Teaching Assistant

To support the class teacher in the teaching and welfare of the children to attain the targets set in their personal learning. There may be a requirement to work with children with statements or additional educational needs throughout the Key Stages.

## Duties and Responsibilities

- Provide teaching support under the guidance of the class teacher to children in all areas of the curriculum, individually or in small groups, children with EHCPs and/or children with additional educational needs in order to aid teaching in the classroom.
- To work with the class teacher and SENCo to assist in drawing up and undertaking the delivery of the individual pupil learning programmes, either in withdrawal groups or within the classroom, to ensure delivery of the individual's targets.
- Assist the teacher with observation and monitoring of the progress of children, maintaining accurate records within the special needs provision in order to ensure documentation of all interventions with the children.
- To prepare differentiated work/materials for pupils' use (under the direction of the teacher).
- Promote positive behaviour patterns, raise self-esteem and improve independent working in children to assist in their education and growth.
- Assist the teacher where necessary with preparation (and clearing away) of the classroom and materials to ensure effective and efficient teaching.

- To ensure that children receive their statutory Duty of Care in a caring environment.
- Supervise pupils on the playground during break and other periods.
- To participate in In-Service Training and attend staff meetings where appropriate.
- To supervise pupils in the school's premises according to agreed rotas.
- To respect confidentiality at all times.
- To hold regular liaison time with the class teacher / SENCo and other support staff involved in the classroom.
- To act in accordance with the equal opportunities policy, health and safety policy and confidentiality guidelines.

## Organisation

- Responsible to Headteacher
- The post holder is responsible to the class teacher on a daily basis
- The post holder has no direct supervisory responsibilities.

## Safeguarding

The Inspire Partnership is committed to safeguarding and promoting the welfare of children and young people and we expect all staff to share this commitment. The jobholder will be subject to an Enhanced DBS and Barred List check and be expected to follow all safeguarding policies and procedures

This job description and allocation of responsibilities may be amended following discussion with the Associate Headteachers and should be reviewed annually.

## Personal Specification

	<b>CRITERIA</b>
<b>QUALIFICATIONS</b>	<ul style="list-style-type: none"> <li>• Level 1 or 2 Diploma (or equivalent) with proficient practical skills.</li> </ul>
<b>EXPERIENCE</b>	<ul style="list-style-type: none"> <li>• Previous experience of working with children.</li> </ul>
<b>SKILLS AND ABILITIES</b>	<ul style="list-style-type: none"> <li>• Numeracy and literacy skills.</li> <li>• Basic IT skills.</li> <li>• Have the ability to relate well to children and adults, understanding their needs and being able to respond accordingly.</li> <li>• Good influencing skills to encourage pupils to interact with others and be socially responsible.</li> </ul>
<b>KNOWLEDGE</b>	<ul style="list-style-type: none"> <li>• Knowledge of policies and procedures relating to child protection, health, safety, security, equal opportunities and confidentiality.</li> </ul>

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