

Weston Mill Community Primary Academy **Teaching Assistant Job Description**

Role Profile					
Job Title	Teaching Assistant (TA)	Job No. (Office Use)		Band/Band Range- (for career grades)	Grade C
Reports to (Job Title)	Headteacher		Org Chart Attached?	NA	
Suitable for Job Share (Y/N)	N		If No – reason		
Location	Weston Mill Community Primary Academy		Shift Pattern	As per the needs of the business	
DBS check required	Enhanced				
Job Purpose	<p>To work under the instruction/guidance of the Headteacher and classroom staff to meet the needs of all children. To support the class teacher in the delivery of the curriculum, working alongside pupils and taking an active role in their progress. Providing personal care and support to students, including attending to their health, hygiene, and welfare need where appropriate. Leading small group activities, working one to one and in whole class situations where you contribute to discussions about students' learning and progress. Assisting the class teacher in administering routine tests and assessments to monitor student performance. Preparing classrooms and assisting with the display of students' work.</p>				

Decision Making	The job involves working from instructions from the classroom teacher but at times will require you to take your initiative in the moment to support and challenge children in their learning. Regular conversations around expectations and role requirements will be ongoing to meet the needs of the individuals in the classroom.
Accountabilities	<ul style="list-style-type: none"> • Providing 1:1 support for individual children with SEND, ensuring their access to learning activities through additional scaffolds or provision • Engaging in learning and play activities, making adjustments for SEND and behaviour needs. • Assist the Teacher with the planning and facilitation of learning activities • Assist with the development and implementation of individual plans and personal care programmes, including planned activities outside of school and educational visits. • Undertake pupils record keeping which will include recording pupils responses/progress to learning activities • Promote self-esteem and independence, assessing children's daily needs, health and well-being • Promote positive pupil behaviour, deal promptly with conflicts and incidents in line with school's behaviour policy • Provide specific medical support, once appropriate training for First Aid has been obtained • May be required to demonstrate own tasks to new starters or less experienced members of staff • Undertake other duties appropriate to the grade of the post and as directed by the class teacher or Headteacher/SLT
Demands	<p>Post Holder will be required to prepare resources, monitor provision, and report regular feedback.</p> <p>Post holder will be required to work at the child's height, including sitting on the carpet, bending down to child height at tables with children.</p> <p>Post holder needs to have good communication skills to be able to converse with Parents, School and outside professionals.</p>
Working Conditions	Post holder will support children both inside and outside of the classroom during the working day, including on the playground for playtime and lunchtime. Post holder will be subject to occasional exposure to pupils exhibiting difficult and challenging behaviour, which may also result in the need for medication, in a calm and timely manner.

Experience, Knowledge and Qualifications	<p>Essential:</p> <ul style="list-style-type: none"> • NVQ2 Teaching Assistants or equivalent qualifications or experience • GCSE English and Maths at Grade C or equivalent • Experience of dealing with a child that has complex needs • Knowledge of First Aid • Be willing to take part in specific training related to a child, the class or the school • Knowledge of effective strategies to develop learning and positive behaviours • Understanding of EYFS/National Curriculum, Assessment for Learning and other basic learning programmes and strategies
Skills and Technical Competencies	<ul style="list-style-type: none"> • Post holder will be required to use interpretation skills in order to solve straightforward problems • Post holder will be advising and guiding the pupils on a daily basis. Effective written and oral communication skills required to liaise with pupils, other staff, families and outside agencies and professionals. • Keyboarding skills required to support the use of ICT in learning and administration activities. Post holder will be required to operate office equipment.
Trust Standards	<ul style="list-style-type: none"> • Act at all times in accordance with appropriate legislation and regulations, codes of practice, the provisions of the trust's aims and its policies and procedures. • Model the professional standards and aspiration of the Trust at all times. • Work within the requirements of the Trust's Health and Safety policy, performance standards, safe systems of work and procedures. • Undertake all duties with due regard to the Trust's equalities policy and relevant legislation.