

## Job Description:

Responsible to:	Heads of School- Primary and Secondary
Job Type:	Full time Teaching Assistant
Grade:	4
Hours per week:	32.5
Working weeks:	38 weeks per year plus 5 days
Location	St John's CE Academy <sup>1</sup>

### MAIN PURPOSE AND SCOPE OF THE JOB

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

### DUTIES AND KEY RESPONSIBILITIES

#### SUPPORT FOR PUPILS

- Supervise and provide particular support for pupils, including those with special needs, ensuring their safety and access to learning activities
- Assist with the development and implementation of Individual Education/Behaviour Plans and Personal Care programmes
- Establish constructive relationships with pupils and interact with them according to individual needs
- Promote the inclusion and acceptance of all pupils
- Encourage pupils to interact with others and engage in activities led by the teacher
- Set challenging and demanding expectations and promote self-esteem and independence
- Provide feedback to pupils in relation to progress and achievement under guidance of the teacher

#### SUPPORT FOR TEACHERS

- Create and maintain a purposeful, orderly and supportive environment, in accordance with lesson plans and assist with the display of pupils' work
- Use strategies, in liaison with the teacher, to support pupils to achieve learning goals
- Assist with the planning of learning activities

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- Monitor pupils' responses to learning activities and accurately record achievement/progress as directed
- Provide detailed and regular feedback to teachers on pupils' achievement, progress, problems etc
- Promote good pupil behaviour, dealing promptly with conflict and incidents in line with established policy and encourage pupils to take responsibility for their own behaviour
- Establish constructive relationships with parents/carers
- Administer routine tests and invigilate exams and undertake routine marking of pupils' work
- Provide clerical/admin. support e.g. photocopying, typing, filing, money, administering coursework etc.

## **SUPPORT FOR THE CURRICULUM**

- Undertake structured and agreed learning activities/teaching programmes, adjusting activities according to pupil responses
- Undertake programmes linked to local and national learning strategies e.g. literacy, numeracy, early years recording achievement and progress and feeding back to the teacher
- Support the use of ICT in learning activities and develop pupils' competence and independence in its use
- Prepare, maintain and use equipment/resources required to meet the lesson plans/relevant learning activity and assist pupils in their use

## **SUPPORT FOR THE SCHOOL**

- Be aware of and comply with policies and procedures relating to child protection, health, safety and security, confidentiality and data protection, reporting all concerns to an appropriate person
- Be aware of and support difference and ensure all pupils have equal access to opportunities to learn and develop
- Contribute to the overall ethos/work/aims of the school
- Appreciate and support the role of other professionals
- Attend and participate in relevant meetings as required
- Participate in training and other learning activities and performance development as required
- Assist with the supervision of pupils out of lesson times, including before and after school and at lunchtime
- Accompany teaching staff and pupils on visits, trips and out of school activities as required and take responsibility for a group under the supervision of the teacher

## **GENERAL RESPONSIBILITIES**

- Being aware of and complying with policies and procedures relating to child protection, Health & Safety and security, confidentiality and data protection, reporting all concerns to the Headteacher

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# CAMBRIAN

Nurturing Growth - Inspiring Minds



- Ensuring compliance with the Trust's Equal Opportunities and Equalities Policies and taking an active role in promoting equality and diversity
- Promoting the Trust's policies on behaviour for learning, and demonstrating a commitment to providing a caring and stimulating environment and improving standards for all pupils within Trust
- Undertaking such other duties as reasonably correspond to the general character of the post
- Whilst every effort had been made to explain the main duties and responsibilities of the post, each individual task undertaken may not be identified
- Employees will be expected to comply with any reasonable request from a manager to undertake work of a similar level that is not specified in this job description.

This job description is illustrative and may be amended in discussion between the post holder and their manager.

*Cambrian Learning Trust is committed to safeguarding and promoting the welfare of all children and preventing extremism; all staff must ensure that the highest priority is given to following the guidance and regulations to safeguard children and young people. The successful candidate will be required to undergo an Enhanced Disclosure from the Disclosure and Barring Service (DBS) as part of their job role.*

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## PERSON SPECIFICATION & SELECTION CRITERIA

Specification (Job Related)	Essential	Desirable
Education, Qualifications and Professional Development	<p>Good numeracy/literacy skills</p> <p>NVQ 2 for Teaching Assistants or equivalent qualifications or experience</p> <p>Training in relevant learning strategies linked to the primary curriculum</p> <p>First aid training/training as appropriate</p>	<p>Full and relevant Level 3 or above Childcare qualification (NVQ3+, EYTS, QTS, BEd or above).</p>
Knowledge & Skills	<p>Ability to work well with others including other members of the senior leadership team</p> <p>Up-to-date knowledge of child protection and safeguarding</p> <p>Knowledge and proven practical experience of implementing good quality learning opportunities in a primary setting</p> <p>Excellent communication and interpersonal skills to work productively with children, colleagues, parents and outside agencies</p> <p>Effective use of ICT to support learning</p> <p>Use of other equipment technology – video, photocopier</p> <p>Understanding of relevant policies/codes of practice and awareness of relevant legislation</p> <p>General understanding of national/foundation stage curriculum and other basic learning programmes/strategies</p>	

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	<p>Basic understanding of child development and learning</p> <p>Ability to self-evaluate learning needs and actively seek learning opportunities</p>	
Experience	<p>Experience of working in a primary school or EYFS setting</p> <p>Knowledge and proven practical experience of implementing good quality learning opportunities in a primary school setting</p>	
Special Requirements	N/A	N/A
Equal Opportunities	<p>Compliance with the Trust's Equal Opportunities and Equalities Policies and taking an active role in promoting equality and diversity</p>	

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