

Job Description

Job title: Teaching Assistant

Reports to: Member of Senior Leadership Team or Senior Inclusion Lead

Responsible for: N/A

Pay Scale: Scale 3

Overall Job purpose:

To support the education and welfare of pupils as directed by class teachers, having due regard to the school's aims, objectives, schemes of work and policies, and relevant national requirements. To share in the corporate responsibility for the well-being and discipline of all pupils. To be responsible for classes of children as required.

Principal Duties and Responsibilities

- To know the main policies of the school and follow them.
 - To ensure systems to support pupil welfare, including safeguarding and health and safety, are adhered to.
 - To take every opportunity to develop pupils' language, reading, numeracy and related skills as directed by class teachers.
 - To assist in monitoring and recording the progress of individual pupils in accordance with school procedures, and reporting to class teachers.
 - To give oral and written feedback to pupils on their attainment in order to promote further progress.
 - To work with teachers to identify and respond appropriately to pupils' individual needs, assisting pupils in areas of specific difficulty.
 - Promote the inclusion and acceptance of all pupils within the classroom
 - Support pupils consistently whilst recognising and responding to their individual needs
 - To assist the teacher in setting appropriate learning and behaviour expectations of pupils and supporting pupils appropriately to achieve these.
 - To help promote and reinforce pupils' self-esteem, encouraging inclusion of pupils with special educational needs.
 - To help create and maintain a purposeful, orderly and supportive environment for pupils' learning, ensuring that pupils are able to use equipment and materials provided.
 - In the presence of the teacher, present agreed learning tasks in a clear and stimulating manner to help maintain pupils' interest and motivation; to work with pupils individually and collectively by contributing to decisions about the most appropriate learning goals and strategies.
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- Outside the classroom, to work with groups of pupils. The number of pupils included will reflect the nature of the task, the pupils concerned, the location involved and the length of time to be supervised. At all times a named teacher will have ultimate responsibility and be available to be called to give support and take appropriate decisions
- To provide information that supports the preparation and review of Education Plans and to action appropriate tasks from EPs.
- To use a range of supporting techniques, including computers and other resources, and consider in consultation with the teacher when and how to deploy them.
- Under the direction of appropriate professionals and after adequate training, to assist in meeting a particular pupil's needs e.g. physical development, speech/language development, and medical needs identified in an approved care plan agreed by parents. The scope of these duties are that which would generally be carried out by a parent. This excludes the medical procedures spelt out above
- After adequate training, to carry out welfare duties in relation to the physical and care needs of the pupils, including dressing, feeding and toileting if appropriate, whilst encouraging independence wherever possible. This excludes the medical procedures spelt out in point 22 of this job description.
- To produce and maintain classroom resources, displays and classroom layout in consultation with the teacher.
- To help train pupils in the individual and collaborative study skills necessary for learning.
- To work alongside other adults, including teachers, trainee teachers, and other support staff.
- To supervise pupils during breaks and/or lunchtimes.
- To maintain confidentiality at all times with regard to both supported pupils and the wider school.
- To take part in in-service training, relevant performance management arrangements and other meetings, as directed in normal contracted working hours; to be conversant with school policies and procedures.
- Carry out routine clerical tasks e.g. collecting trip money, distributing letters and producing class lists.
- Other appropriate duties relevant to the purpose of the post and within the grading and competency of the post holder, as reasonably required by the teacher/head teacher.
- Personal care of pupils (changing of nappies when required)
- Such other duties, within the competence of the post-holder, which may be required, reasonably, from time to time.

General Duties

- To have due regard to the provisions of Health and Safety at work legislation
 - To have due regard to the Trust's Equal Opportunities Policy
 - To be aware of the confidential issues regarding this post including adhering to GDPR requirements
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- To undertake any other duties that are within the grade and scope of the post, as determined by the Headteacher/Manager.
- To undertake annual mandatory and statutory training as directed by the Trust or School.

Developing self and working with others

- Promote and maintain a culture of high expectations for self and others
- Regularly review own practice, set personal targets and take responsibility for own development, seeking advice and support from relevant colleagues

Scope:

The post-holder will be based at one of the Trust Schools and will be expected to work across the Trust, travelling from time to time to school sites. This job description needs to be considered in the context of a developing and evolving situation and, therefore, responsibilities described here may be adapted to meet changing needs.

Safeguarding:

Compass Eko Trust is committed to safeguarding and promoting the welfare of children and expects all staff and volunteers to share this commitment. Employees are expected to have due regard for safeguarding and promoting the welfare of children and young people and to follow the child protection procedures adopted by the Trust.

Person Specification

Criteria	Essential	Desirable	How tested
Qualification	<ul style="list-style-type: none"> • Minimum of Level 2 qualification in English and Mathematics 		
Experience	<ul style="list-style-type: none"> • Experience working with children and young people • Able to build and maintain excellent relationships • Excellent verbal and written communication skills • Able to work as part of the wider team and work on own initiative • Able to work under pressure, plan ahead and prioritise workload • Excellent keyboard skills with meticulous attention to detail • Accurate and efficient record keeping and filing • Excellent communication skills at all levels, both in school and within the wider school community • Professional at all times, demonstrating 		

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	and modelling school values		
Knowledge and Skills			
Personal attributes	<ul style="list-style-type: none">● Punctual, dependable and trustworthy● Is proactive and actively seeks solutions● Discreet, tactful and able to maintain confidentiality● Patient, courteous and positive		
