



Job Description

Job title: Teaching Assistant / INA

Reports to: Head Teacher

Responsible for: N/A

Pay Scale: Scale 4 Pt 9/10

Overall Job purpose:

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**

Principal Duties and Responsibilities

Support for the 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**

Support for the Teacher

- **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**
- **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 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, **administer 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, KS3, 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
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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
- To undertake any other duties that are within the grade and scope of the post, as determined by the Headteacher
- 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 may be expected to work across the Trust, travelling from time to time to other Trust 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



Criteria	Essential	Desirable	How tested
Qualifications	<ul style="list-style-type: none"> • Minimum of Level 2 qualification in English and Mathematics 	<ul style="list-style-type: none"> • Teaching Assistant Qualification • First aid qualification 	<ul style="list-style-type: none"> • Confirmed by certificate at interview
Experience / Knowledge and Skills	<ul style="list-style-type: none"> • Experience working with children and young people of a relevant age • Experience of working with children with complex needs. • Knowledge and working with strategies for dealing with dysregulated pupils • General understanding of national / foundation stage curriculum and other basic learning programmes / strategies • 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 • Ability to use basic technology - computer, video, photocopier • Experience in the effective use of ICT to support learning • Excellent keyboard skills with meticulous attention to detail • Accurate and efficient record keeping and filing • Excellent communication skills at all levels, both in 		Assessed via Application form / interview / Task



	<p>school and within the wider school community</p> <ul style="list-style-type: none">• Professional at all times, demonstrating and modelling school values		
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		Assessed Via Interview.