



## Job description

Job Title: Teaching Assistant

Responsible to: School Business Manager

Salary: NJC points 3

Hours: tbc

### **Our Multi Academy Trust**

The Diocese of St Albans Multi-Academy Trust (DSAMAT) was established in October 2016. The Trust was established to provide for:

- ◆ Good or Outstanding church schools within the Diocese of St Albans
- ◆ Community Schools
- ◆ Schools requiring rapid improvement having been placed in Special Measures and subject to a directive Academy Order
- ◆ New schools within new housing provision where the Diocese of St Albans is the identified sponsor

Whilst DSAMAT is a Diocesan Multi-Academy Trust it also admits non-church schools from across the Diocese. DSAMAT is an independent organisation yet retains close working relationships with the Diocesan Board of Education and its academies remain an integral part of the Diocese of St Albans network of 136 Church of England schools.

The Trust has a clear vision which shapes its work:

Enabling all to flourish: Rooted in God's Love

And

together our academies work to be places of:

Hope; Nurture; Equality; Respect; Collaboration

*All employees of the Trust are expected to commit to the vision and values of the DSAMAT and demonstrate them throughout their work.*

### **Job purpose:**

The Teaching Assistant (TA) works with the teachers to support teaching and learning, providing general and specific assistance to pupils and staff under the direction, guidance and direct supervision of the classroom teacher.



**Job context:**

The TA plays an integral part, in partnership with teaching staff, to promote self-belief, social inclusion and high self-esteem amongst pupils. By supporting the classroom teacher, the TA ensures that pupils flourish in a positive, nurturing, safe environment, enabling the learner to access the curriculum, to achieve improved standards of learning and achievement in the school.

**Main areas of responsibility:** Support for pupils

- Develop an understanding of the specific needs of pupils and develop a knowledge of the wide range of learning support methods to encourage independent learning
- Support pupils with the understanding of instructions, encouraging independent learning and inclusion of all pupils
- Provide regular feedback regarding pupil progress to teaching staff
- Support pupils with their social and emotional wellbeing and report concerns to teaching staff as appropriate
- Use appropriate technology to support pupils' learning
- Assist pupils with eating, dressing and hygiene as required, whilst encouraging independence

Support for teaching staff

- Deliver small group teaching within clearly defined parameters
- Support the teacher in behaviour management and keep pupils on task
- Deliver interventions in accordance with training given
- Assist in the preparation of activities, the set-up and clearing up of the learning environment and resources, ensuring it is safe, stimulating, attractive and welcoming. (This may include photocopying, filing and the display and presentation of pupils' work).
- Support teachers in accurately assessing pupils' learning and record basic pupil data

Other specific duties

- Understand current statutory guidance including 'Keeping Children Safe in Education' Part 1, safeguarding policies and Prevent Strategy
- Promote equality, diversity and inclusion, ensuring all pupils have equal access to opportunities to learn and develop and promoting the inclusion and acceptance of all pupils
- Understand the importance of sharing relevant information in a timely manner with the Designated Safeguarding Lead
- Build relationships
- Attend staff meetings, training days as required
- Awareness of taking responsibility for own continuous professional development
- Actively engage with the annual performance review process
- Maintain high standards of ethics and behaviour, within and outside school
- Demonstrate positive attitudes and have professional regard for the ethos, values and policies of the school

The TA may also:



- Provide specialist support to pupils with learning, behavioural, communication, social sensory or physical difficulties
- Provide support to pupils where English is not their first language
- Provide specialist support to gifted and talented pupils
- Provide specialist support to all pupils in a particular learning area (eg ICT, numeracy, literacy, National Curriculum subject)
- Support children's learning through play
- Assist with escorting children on educational trips

The duties and responsibilities listed above describe the post as it is at present. Please note that this is illustrative of the general nature and level of responsibility of the role. It is not an exhaustive list of all tasks that the postholder will carry out. The postholder may be required to do other duties appropriate to the level of the role, as directed by the Headteacher or their Line Manager. The post holder is expected to accept any reasonable alterations that may from time to time become necessary.

### **Equal Opportunities**

DSAMAT is committed to the aim of ensuring that everyone who applies to work for us receives fair treatment and we positively encourage applications from suitably qualified and eligible candidates regardless of age, disability, race, sex, gender reassignment, sexual orientation, religion or belief, marriage and civil partnership and caring status. We expect all our staff to demonstrate a commitment to advancing equality of opportunity and fostering good relations.

### **Disclosure and Barring Service**

This post is subject to full pre-employment checks and is exempt from the Rehabilitation of Offenders Act 1974. Please note that additional information referring to the Disclosure and Barring Service is in the guidance notes to the application form. If you are invited to an interview you will receive more information.

### **Health and safety**

It will be the duty of every employee while at work to take reasonable care for the Health and safety of themselves and of other persons who may be affected by their acts or omissions at work.



## Person Specification

|  | <b>Essential</b>  | <b>Desirable</b>   |
|--|---|--|
| <b>Educational Qualifications and Training</b> | Maths and English GCSE, Grades A-C or 9-4 or equivalent<br><br>Early Years Practitioner Level 2 or Early Years Educator Level 3 qualification   | Evidence of and commitment to continuous professional development<br><br>Training in relevant learning strategies  |
| <b>Experience</b>                              | Working with Primary age children in a school setting   | Working with pupils with a range of special educational needs<br><br>Experience of running intervention programmes in a Primary setting                          |
| <b>Knowledge and Understanding</b>             | Understanding of Safeguarding responsibilities – displays commitment to the protection and safeguarding of children and young people<br><br>Basic knowledge of First Aid                      | Familiarity of learning goals and knowledge of the National Curriculum<br><br>Understanding of children's individual learning needs Basic understanding of child |
|  | Basic ICT skills<br><br>Awareness of health, safety and wellbeing<br><br>Awareness of Data Protection and importance of confidentiality<br><br>Understanding of the school's ethos and values | development and learning<br><br>Understanding of the school's assessment procedures  |



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|----------------------------|---|--|
| <b>Skills</b>              | Ability to work effectively as part of a team<br>Ability to motivate and inspire children in a sensitive and caring manner<br>Strong communication skills with a wide variety of audiences – children, staff, parents/carers and ability to maintain positive professional relationships<br>Ability to use own initiative and to think creatively Ability to recognise the importance of confidentiality Desire to ensure that high standards are achieved by all pupils and a desire to make a difference to children's lives Promote the school's values positively and support an inclusive school, enabling all to flourish |  |
| <b>Personal attributes</b> | Be a positive role model<br>Flexible with a 'can-do' attitude<br>Dedicated<br>Enthusiastic<br>Approachable<br>Organised<br>Resourceful<br>Resilient and able to problemsolve<br>Active listener<br>Patient<br>Sense of humour<br>Respect individual difference and cultural diversity   |  |