

## **Job Description**

**Job title:** Teaching Assistant

**Reports to:** Head of School, Deputy Head

**Responsible for:** N/A

**Pay Scale:** £25,185.00 - £28,142.00

## **Overall Job purpose:**

To support the education and welfare of pupils as directed by the Class Teacher, having due regard to the school's aims, objectives, policies, and relevant national requirements. To share in the responsibility for the wellbeing and conduct of pupils and contribute to the provision of a safe and secure learning environment.

## **Principal Duties and Responsibilities**

- Work with individuals or small groups of pupils under the direction of teaching staff
  - Ensure systems to support pupil welfare, including safeguarding and health & safety, are adhered to
  - To take every opportunity to develop pupils' educational skills as directed by Teachers or line managers
  - Assist in monitoring and recording the progress of individual pupils in accordance with school procedures, and reporting to Teachers
  - Supervise whole classes for short periods of time.
  - Under the direction of appropriate professionals and after adequate training, to assist in meeting 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.
  - To give verbal and written feedback to pupils on their attainment in order to promote further progress
  - Work with Teachers to identify and respond appropriately to the individual needs of pupils, assisting pupils in areas of specific difficulty
  - Assist the Teacher in setting appropriate learning goals and expectations for pupils, and supporting pupils appropriately to achieve these
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- Assist in promoting and reinforcing pupils' self-esteem, encouraging the inclusion of pupils with special educational needs
- 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
- Prepare materials and resources
- To work with groups of pupils or 1:1. 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
- Supervise pupils on visits, trips and out of school activities as required
- To provide information that supports the preparation and review of EHCPs and to action appropriate tasks from EHCPs
- To share responsibility for the provision of a safe, clean, tidy, attractive environment for pupils – to include the classroom, outside area, hall, toilets and communal areas. To share responsibility for the maintenance and tidiness of resources and equipment.
- 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
- To take every opportunity to develop pupils' language, reading, mathematics and related skills as directed by teachers or leaders.
- Produce and maintain classroom resources, displays, and classroom layout in consultation with the Teacher
- To help pupils record work in an appropriate way and to develop study and organisational skills
- To implement behaviour management policies in accordance with guidance provided by the Teacher
- Supervise pupils during breaks and/or lunchtimes if required
- Maintain confidentiality at all times in regards to pupil records
- To contribute to liaison with external agencies e.g. speech therapists
- To constantly re-appraise professional performance and to participate in professional development
- Participate in relevant performance management arrangements and other meetings as directed
- To work within the framework of school policies and procedures, and be conversant with these
- To share the school's commitment to safeguarding and promoting the welfare of all young people
- To carry out other roles and tasks commensurate with salary grade as requested by the Headteacher or line manager

## General Duties

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- 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 Head of School
- 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.

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## Person Specification

Criteria	Essential	Desirable	How tested
Qualification	<ul style="list-style-type: none"> <li>GCSE level 4 in English and Maths or equivalent</li> </ul>	<ul style="list-style-type: none"> <li>Teaching Assistant level 3</li> <li>Evidence of recent, relevant professional development (e.g., Autism awareness, ELSA, Team Teach).</li> </ul>	Certificates to be provided
Experience	<ul style="list-style-type: none"> <li>Experience working with children and young people</li> <li>Able to build and maintain excellent relationships</li> <li>Excellent verbal and written communication skills</li> <li>Able to work as part of the wider team and work on own initiative</li> <li>Able to work under pressure, plan ahead and prioritise workload</li> </ul>	<ul style="list-style-type: none"> <li>Experience of delivering specific interventions (e.g., Phonics, Nurture groups).</li> </ul>	Interview questions and application

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	<ul style="list-style-type: none"> <li>● Excellent keyboard skills with meticulous attention to detail</li> <li>● Accurate and efficient record keeping and filing</li> <li>● Excellent communication skills at all levels, both in school and within the wider school community</li> <li>● Professional at all times, demonstrating and modelling school values</li> </ul>		
<p>Knowledge and Skills</p>		<ul style="list-style-type: none"> <li>● Strong knowledge and understanding of the Primary National Curriculum, with a specific focus on Literacy and Numeracy frameworks.</li> <li>● Awareness of the various factors that can affect a child's progress and an understanding of how children learn and develop at different stages.</li> <li>● Ability to adapt resources and delivery styles "in</li> </ul>	<p>Interview questions and application</p>

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		<p>the moment" to ensure all pupils, regardless of their starting point, can access the curriculum.</p> <p>Skill in observing pupil engagement and behavior, and the ability to provide clear, objective feedback to the class teacher to inform future planning.</p>	Interview observation
Personal attributes	<ul style="list-style-type: none"> <li>● Punctual, dependable and trustworthy</li> <li>● Is proactive and actively seeks solutions</li> <li>● Discreet, tactful and able to maintain confidentiality</li> <li>● Patient, courteous and positive</li> </ul>		Interview Questions

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