



David Ross Education Trust  
Broadening Horizons

# JOB DESCRIPTION

Job Title: Teaching Assistant

Location:

**Kings Heath Primary Academy**

## **Job Purpose:**

To work in the Early Years Provision, KS1 or KS2 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.

## **Background:**

The David Ross Education Trust (DRET) is a network of academies with a geographical focus on Northamptonshire, Leicestershire, Lincolnshire, Yorkshire/Humberside and London.

Our aim is to be the country's leading academy chain, committed to delivering the highest educational standards alongside an unrivalled package of sporting and cultural enrichment.

## **Reporting To:**

Principal and Assistant Principal

## **Grade:**

NJC03

# KEY RESPONSIBILITIES AND ACCOUNTABILITIES

## MAIN DUTIES AND RESPONSIBILITIES

- ★ Kings Heath Primary Academy is looking for an energetic teaching assistant to provide one to one support for children and some class/small group support.
- ★ Lunch duty cover
- ★ Is aware of and complies with policies and procedures relating to child protection, health, safety and security, confidentiality, and data protection, reporting all concerns to an appropriate person.
- ★ Is aware of and supports difference and ensure all pupils have equal access to opportunities to learn and develop.
- ★ Contributes to the overall ethos/work/aims of the school.
- ★ Appreciates and supports the role of other professionals.
- ★ Participates in training and other learning activities and performance development as needed and attends and takes part in relevant meetings as required.
- ★ Helps with the supervision of pupils outside of lesson times, including before and after school and at lunchtime.
- ★ Accompanies teaching staff and pupils on visits, trips and out of school activities as needed and takes responsibility for a group under the supervision of the teacher.

## MAIN AREAS OF RESPONSIBILITY AND ACCOUNTABILITY

- ★ Assists with the development and implementation of EHCP/SEND Plans and Personal Care programmes for specified children identified with additional needs.
- ★ Establishes constructive relationships with pupils and interacts with them according to individual needs.
- ★ Promote structure and have good behaviour management skills
- ★ Promotes the inclusion and acceptance of all pupils.
- ★ Encourages pupils to interact with others and engage in activities led by the teacher.
- ★ Accompany the child(ren) to other sites/settings as and when required.

## KNOWLEDGE/SKILLS/EXPERTISE

- ★ Ability to form and keep appropriate relationships and personal boundaries with children and young people.
- ★ Motivation to work with children and young people.
- ★ Good numeracy/literacy skills.

## ACADEMY LEVEL

- ★ Creates and maintains a purposeful, orderly, and supportive environment, in accordance with lesson plans and assists with the display of pupils' work.
- ★ Uses strategies, in liaison with the teacher, to support pupils to achieve learning goals.
- ★ Assists with the planning of learning activities.
- ★ Monitors pupils' responses to learning activities and accurately records achievement/progress as directed.
- ★ Provides detailed and regular feedback to teachers on pupils achievement, progress, problems etc.
- ★ Promotes good pupil behaviour, dealing promptly with conflict and incidents in line with established policy and encourage pupils to take responsibility for their own behaviour.

- ★ Participates in discussions with parents/carers under the general direction of a teacher.
- ★ Administers routine tests and invigilates exams and undertake routine marking of pupils' work.
- ★ Provides clerical/administrative support e.g. photocopying, typing, filing, money, administer etc.

## **GENERAL**

- ★ The above principal accountabilities are not exhaustive and may vary without changing the character of the job or level of responsibility.
- ★ The above duties may involve having access to information of a confidential nature, which may be covered by the Data Protection Act. Confidentiality must be kept at all times.
- ★ The postholder must be flexible to ensure the operational needs of the School are met. This includes the undertaking of duties of a similar nature and responsibility as and when needed, throughout the various workplaces in the school.
- ★ To promote the School's Equal Opportunity Employment Policy.
- ★ The Health and Safety at Work etc. Act (1974) and other associated legislation places responsibilities for Health and Safety on all employees. Therefore, it is the postholder's responsibility to take reasonable care for the Health, Safety and Welfare of him/herself and other employees in accordance with legislation and the schools Safety Policy and Programme. Specific details are outlined in the Departmental Safety Policy.
- ★ Where the postholder is disabled, every effort will be made to supply all the necessary employment aids, equipment, or adaptations to enable him/her to perform the full duties of the job. If, however, a certain task proves to be unachievable then job redesign will be given full consideration.

**The school has a strong commitment to developing a positive culture of high standards, expectations, achievements and meeting individual pupil needs and aspirations.**

**Teaching Assistants play a key role in the delivery of broad based and relevant curriculum to meet individual pupil needs.**

# PERSON SPECIFICATION

Your application will be reviewed against the essential and desirable criteria listed below.

Applicants are strongly advised to explicitly state and evidence how they meet each of the essential (and desirable) criteria in their application. Stages of assessment are as follows:

1 - Application

2 - Test/Presentation

3 - Interview

	Essential	Desirable	Assessed
Qualifications and Professional Development			
★ NVQ 2 for Teaching Assistants or equivalent qualifications or experience.	Y		
★ GCSE Grade A - C English and Maths	Y		
★ Childcare level 2/3		Y	
★ First aid training/training as appropriate.		Y	
Experience			
★ Experience of working with or caring for children of relevant age.	Y		
★ Completion of DfES Teacher Assistant Induction Programme	Y		
★ Training in the relevant learning strategies e.g. EYFS	Y		
★ Use of other equipment technology - video, photocopier	Y		
★ General understanding of national/foundation stage curriculum and other basic learning programmes/strategies	Y		
★ Understanding of relevant policies/codes of practice and awareness of relevant legislation		Y	
Skills and Knowledge			
★ Caring/training/communication/persuasive/motivating/counselling skills.	Y		

<ul style="list-style-type: none"> <li>★ Ability to self-evaluate learning needs and actively seek learning opportunities</li> <li>★ Ability to relate well to children and adults</li> <li>★ Work constructively as part of a team, understanding classroom roles and responsibilities and your own position within these</li> </ul>	<p><b>Y</b></p> <p><b>Y</b></p> <p><b>Y</b></p>		
Equal Opportunities			
<ul style="list-style-type: none"> <li>★ A commitment to promoting equality and diversity, providing an inclusive and co-operative environment in which all students and individuals working for and on behalf of the organisation feel respected and able to give of their best.</li> </ul>	✓		
Safeguarding			
<ul style="list-style-type: none"> <li>★ Committed to promoting the welfare of all children and creating a safe environment in which children can learn; considering, at all times, what is in the best interests of the child.</li> </ul>	✓		
<ul style="list-style-type: none"> <li>★ Play an important part in the wider safeguarding of children – identifying concerns, sharing information and taking prompt action to safeguard and protect them.</li> </ul>	✓		
<ul style="list-style-type: none"> <li>★ Aware that the Trust will take all steps to prevent those who pose a risk of harm from working with children. Recruitment procedures ensure rigour in identifying and rejecting people who might abuse children.</li> </ul>	✓		
Health and Safety			
<ul style="list-style-type: none"> <li>★ Aware of Health &amp; Safety and Safeguarding as appropriate to role</li> </ul>	✓		

*Whilst every effort has been made to explain the main duties and responsibilities of the post, each individual task undertaken may not be identified.*

*The duties of this post may vary from time to time without changing the general character of the post or level of responsibility entailed.*

*The Academy will endeavour to make any necessary reasonable adjustments to the job and the working environment to enable access to employment opportunities for disabled job applicants or continued employment for any employee who develops a disabling condition.*

*This Job Description is current at the time of printing but will be reviewed on an annual basis and, following consultation with you, may be changed to reflect or anticipate changes in the job requirements which are commensurate with the job title and grade.*

*The David Ross Education Trust is committed to safeguarding and promoting the welfare of children and applicants must be willing to undergo vetting appropriate to the post, including a social media presence check and Enhanced DBS check. The successful applicant will be expected to adhere to all safeguarding, welfare and health and safety policies and procedures of the Trust.*

***All pre-employment checks are in line with "Keeping Children Safe in Education" statutory guidance.***