



WESTCOUNTRY SCHOOLS TRUST JOB DESCRIPTION

Job Title:	Teaching Assistant
Location:	Across the Trust (based at Woodlands Park Primary School currently)
Grade/salary:	Devon Grade C £18,116.40 - £18696.65
Hours:	31.57 hours per week 39 weeks per year
Reports to:	Headteacher

Job Purpose

The Teaching Assistant supports the effective operation of the trust and works to uphold and promote its vision and values.

To work under the instruction 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.

Duties and Responsibilities

At all times demonstrate and uphold WeST's core values, ensuring that behaviour, actions and decisions align with the principles that guide our work.

Support for Pupils

1. Ensure all pupils' safety and welfare.
2. Supervise and provide particular support for pupils, including those with special needs, ensuring their safety and access to learning activities.
3. Assist with the development and implementation of Individual Education/Behaviour Plans and Personal Care programmes.
4. Establish constructive relationships with pupils and interact with them according to individual needs.
5. Promote the inclusion and acceptance of all pupils.
6. Encourage pupils to interact with others and engage in activities led by the teacher.
7. Set challenging and demanding expectations and promote self-esteem and independence.
8. Provide feedback to pupils in relation to their progress and achievement under the guidance of the teacher.

9. Able to undertake cover supervision occasionally.

Support for the Teacher

10. Create and maintain a purposeful, orderly and supportive environment, in accordance with lesson plans and assist with the display of pupils' work.

11. Use strategies, in liaison with the teacher, to support pupils to achieve their learning goals.

12. Assist with the planning of learning activities.

13. Monitor pupils' responses to learning activities and accurately record achievement/ progress as directed.

14. Provide detailed and regular feedback to teachers on pupils' achievement, progress, problems etc.

15. Promote good pupil behaviour, dealing promptly with conflict and incidents in line with established policy and encourage pupils to take responsibility for their own behaviour.

16. Establish constructive relationships with parents/carers.

17. Administer routine tests and invigilate exams and undertake the routine marking of pupils' work.

18. Provide clerical/admin support e.g. photocopying, filing.

19. Any other duties as directed by your Line Manager. Support for the Curriculum

20. Undertake structured and agreed learning activities/teaching programmes, adjusting activities according to pupil responses.

21. Undertake programmes of study linked to the curriculum, feeding back achievement and progress to the teacher.

22. Support the use of ICT in learning activities and develop pupils' competence and independence in its use.

23. Prepare, maintain and use equipment/resources required to meet the lesson plans/relevant learning activity and assist pupils in their use. Support for the School

24. Be aware of and comply with policies and procedures relating to child protection, health, safety and security, confidentiality and data protection, reporting all concerns to an appropriate person.

25. Be aware of and support difference and ensure all pupils have equal access to opportunities to learn and develop.

26. Contribute to the overall ethos/work/aims of the school.

27. Appreciate and support the role of other professionals.

28. Attend and participate in relevant meetings as required.

29. Participate in training and other learning activities and performance development as required.

30. Assist with the supervision of pupils out of lesson times, including before and after school and at lunchtime.

31. Accompany teaching staff and pupils on visits, trips and out of school activities as required and take responsibility for a group under the supervision of the teacher. The duties listed within this profile are a guide to the level of responsibility of the role only and are not an exhaustive list of the duties undertaken by the post.

All roles must also include the following:

1. To act in accordance with, and actively promote, all Trust policies, including Safeguarding, Health and Safety and Equality & Diversity.
2. To participate in Continuing Professional Development (CPD relevant to the role and to engage in Performance Development Reviews (PDRs).
3. Preparing and contributing to Trust wide development by sharing best practice and delivering/receiving professional feedback.
4. To retain confidentiality and maintain data and/or files in accordance with Trust policies for data governance, as appropriate for the role.

This job description provides a general reflection of the main duties and responsibilities of the post at the date of production. You may be expected to take on other reasonable activities deemed to be within the character of the post to assist in efficient service delivery. The duties may change over time as requirements and circumstances evolve without changing the general character of the post or level of responsibility.

PERSON SPECIFICATION

E = Essential, D = Desirable

Method of Assessment The table indicates the possible method/s by which the skills/knowledge/level of competence in each area will be assessed.	Essential or Desirable	Application Form	Interview (or other selection activity)
VALUES-BASED BEHAVIOURS - It is important to us that your values align with ours:			
Compassion:			
Recognising need in others and acting with positive intention to promote well-being and improve outcomes	X		X
Aspiration:			
Works to high expectations, modelling the delivery of high-quality outcomes	X		X
Showing passion, persistence and resilience in seeking creative solutions to strive for continuous improvement and excellence	X		X
Integrity:			
Acting always in the interests of children and young people,	X		X
Acting with a consistent and uncompromising adherence to strong moral and ethical principles	X		X
Communicating with transparency and respect, creating a working environment based on trust and honesty	X		X
Collaboration:			
Creating a shared vision and working effectively across boundaries in an equitable and inclusive way to skilfully influence and engage others	X		X
QUALIFICATIONS:			
EXPERIENCE:			
KNOWLEDGE, SKILLS AND ABILITIES:			

FURTHER REQUIREMENTS:			