



## JOB DESCRIPTION

**Job Title:** **Teaching Assistant**

**Salary Grade:** **Grade 3 – Point 4 – 7 (£25,185 - £26,403) Per Annum Pro Rata**

**Hours/Weeks** **31.25 hrs Term time only**  
**Hours by arrangement with Management to meet the needs of the Trust.**

**Location:** **The Westwood Academy and any school sites associated with the Trust**

**Line Manager:** **Assistant Headteacher**

**Tenure:** **Permanent**

**Core Purpose:**

To support students, teachers, the curriculum and the Trust.

**Principle Responsibilities:**

- To support students as directed by the teacher and to be conscious of their general behaviour and welfare.
- To support the teacher and help maintain a learning environment.
- To support the curriculum as directed by the teacher.
- To support the school by being aware of policies, procedures and routines and undertake such training as required.

**Responsibility for people (other than employees supervised/managed)**

The post has impact on the well-being of individuals or groups both directly and through its contribution to the development of policies which have a direct impact on pupils.

**Responsibility for staff:**

The post has some responsibility through advising, guiding, directing and co-ordinating the actions of other staff.

**Responsibility for budget:**

The post has no direct responsibility for financial resources.

**Responsibility for physical resources:**

The post has some responsibility for physical resources in terms of record keeping and the maintenance of data in line with GDPR and Data Protection Act.

## **Typical tasks, duties and responsibilities:**

- To provide support to the students as directed by the class teacher.
- To report to the teacher any uncharacteristic behaviour patterns in students.
- Support students to access the curriculum.
- To encourage and support good student behaviour and interaction.
- Accompany pupils as directed and supervised by the responsible teacher, in and out of school.
- Assist with the supervision of pupils as they arrive and leave classes.
- Provide comfort to pupils as appropriate in case of minor accident or upset.
- Have an understanding of the SEN Code of Practice.
- Help maintain the learning environment such as displays and resources.
- Keep a simple record of work with pupils.
- Feedback to the teacher about student responses to learning activities.
- Assist in the management of pupil behaviour.
- Undertake routine admin tasks.
- Support students' learning as directed in the context of fostering independence and self-esteem.
- Keep updated with your role by mutual support and taking advantage of induction and training.
- Maintain confidentiality according to school policies and routines.
- Be aware of equal opportunities, health and safety.
- Be aware of Child Protection Policy and Prevent strategies.
- Be available to work 195 days of the academic year, including inset days.
- Attend staff meetings where appropriate and relevant, held outside normal school hours but not beyond total working week.
- Understand the roles and responsibilities of others within the school.
- Undertake other duties that can reasonably be expected of and are relevant to the nature and level of the post.

The duties described in this job description must be carried out in a manner which promotes equality of opportunity, dignity and due respect for all employees and service users and is consistent with the Trust's Equal Opportunities Policy and Code of Conduct.

This job description is intended to provide a broad outline of the accountabilities and responsibilities only. The post holder will need to be flexible in developing the role in conjunction with the line manager. The post holder may be asked to carry out any other delegated duty or task that is in line with their post.

The Trust reserves the right to alter the content of this job description, after consultation, to reflect changes to the job or services provided, without altering the general character or level of responsibility.

### **Child Protection and Safeguarding:**

- Kenilworth Multi Academy Trust recognises the responsibility it has under Section 175 of the Education Act 2002, to have arrangements in place to safeguard and promote the welfare of children.
- As a member of staff, you have a professional duty to operate within this policy and practice to adhere to the Trust's safeguarding arrangements.

### **Data Protection:**

- To be aware of the Trust's responsibilities under the Data Protection Act and General Data Protection Regulations for the security, accuracy and relevance of personal data held on such systems and ensure that all administrative and financial processes comply with these as relevant to this role.

### **Confidentiality:**

- You are expected to treat all information acquired through your employment, both formally and informally, in strict confidence. There are strict rules and protocols defining employee access to and use of the Trust's databases. Any breach of these rules and protocols will be regarded as subject to disciplinary investigation. There are internal procedures in place for employees to raise matters of concern regarding such issues as alleged bad practice or mismanagement.

Signed ..... Date .....  
(Post-holder)

Signed ..... Date .....  
(Line Manager)

# Person Specification

		Measured By			Interview Process	References		
		Essential	Desirable	Application				
<b>Personal Qualities, Qualifications and Experience</b>								
<b>Qualifications and Training</b>								
1	Right to work in the UK	✓		✓	✓			
2	Good standard of education in numeracy and literacy	✓		✓	✓			
3	Further qualification in education		✓	✓	✓			
5	Willingness to undertake training to support SENDCO as required		✓	✓	✓			
<b>Professional Experience and Knowledge</b>								
1	Experience of working with young people	✓		✓	✓			
2	Experience of working in an educational setting		✓	✓	✓			
3	Experience of working in a confidential environment		✓	✓	✓			
4	Experience of adhering to systems and procedures ensuring school compliance	✓		✓	✓			
5	Understands and demonstrates the importance of confidentiality and discretion	✓		✓	✓			
6	Experience of building and maintaining effective working relationships	✓		✓	✓			
7	Has an understanding and knowledge of GDPR and confidentiality	✓		✓	✓			
8	IT literate	✓		✓	✓			
<b>Skills and Abilities</b>								
1	Listens well, communicates clearly and good interpersonal skills to explain clearly and concise manner	✓		✓	✓			
2	Can follow verbal and written communication skills	✓		✓	✓			

3	Has a pro-active approach to problem solving and to work collaboratively within a team	✓	✓		
4	Relates well to people at all levels, with staff and pupils	✓	✓	✓	
5	Follows procedures and policies	✓	✓	✓	
6	Manages time effectively and able to multi task to meet deadlines	✓	✓	✓	

### Personal Qualities

1	Maintains confidentiality and discretion	✓	✓	✓	✓
2	Adapts to the team and helps to build team spirit	✓	✓	✓	✓
3	Maintains a positive outlook at work	✓	✓	✓	✓
4	Has a flexible and enthusiastic approach	✓	✓	✓	✓
5	Focuses on customer needs and satisfaction	✓	✓	✓	✓
6	Commitment to the safeguarding and welfare of all pupils	✓	✓	✓	✓
7	Promotes and defends equal opportunities	✓	✓	✓	✓
8	Has an awareness of health and safety, safeguarding and GDPR	✓			
8	A commitment to promoting a culture of attendance and punctuality to support student achievement and well-being.	✓		✓	✓
9	This post is subject to an enhanced Disclosure and Barred Service check, social media, overseas and references checks.	✓			