

Teaching Assistant

Grade 3

Job Description

Purpose of the Post

Working under the guidance of a senior staff, Teaching Assistants play an important role in supporting the academic and personal development of students both in and out of the classroom. This role can include getting the classroom ready for lessons, supporting students in the community, helping students who need extra support, helping teachers to plan learning activities and complete records, supporting teachers in managing class behaviour, supervising group activities and looking after students who are upset or have had accidents.

Key Areas

Support for Students

- Establish good relationships with students, acting as a role model and being aware of and responding appropriately to individual needs
- Attend to students' personal needs including social, health, physical, hygiene, first aid and welfare matters
- Supervise and support students ensuring their safety and access to learning
- Support students to access learning activities as directed by the teacher and in line with their personalised learning maps or outcomes

Support for the Teacher

- Support the teacher to establish an appropriate learning environment including preparing for lessons, clearing away and assisting with the display of students' work
- Support the teacher in managing student behaviour
- Be aware of matters relating to, for example, student progress, welfare and behaviour and report to the teacher as agreed
- Liaise sensitively and effectively with parents and carers as agreed with the teacher and in line with school policies
- Administer and assess routine tests and invigilate when required
- Provide general administrative support

Support for the Curriculum

- Support students to access the curriculum including, in particular, core skills, community and vocational options
- Prepare and maintain equipment and resources as directed by the teacher and assist students in their use
- Monitor and arrange orderly and secure storage as supplied
- Operate and maintain everyday equipment in accordance with instructions, undertaking simple repairs and reporting damage

Support for the College

- Contribute to the overall ethos, work and aims of the college

- Establish constructive relationships and communicate with other professionals to support the progress of students
- Be aware of and support difference and ensure all students have equal access to opportunities to learn and develop
- Attend relevant meetings and training as required
- Assist with the supervision of students on community visits and out of college activities
- Supervise students at lunch and break times
- Be responsible for maintaining and updating records, information and data in line with college policies

General

The post holder will be expected to undertake any other duties, commensurate within the grade, at the discretion of the Senior Leadership Team and develop and promote high standards of professional conduct throughout the school and the wider Trust community.

You will be expected to carry out your duties in line with the Academy's policies, procedures and relevant legislation. You will be made aware of these in your appointment letter, statement of particulars, induction, ongoing performance management and development through school communications.

You will be required to work at any premises which the Trust currently has or subsequently acquires or at which it may, from time to time, provide services.

You will be expected to travel throughout the borough and wider area and will, therefore, have access to a vehicle with appropriate Business Insurance. There may be a requirement to transport pupils from time to time, subject to appropriate risk assessments being in place.

You will be expected to attend and participate in a wide variety of meetings as well as training and development activities to support Trust, Academy and your own professional development.

All staff, regardless of their position, are expected to undertake TeamTeach training and work within "good practice" guidelines using a range of positive handling strategies, gradual and graded, involved in holding, guiding and escorting safely, from least intrusive to more restrictive holds.

As part of your wider duties and responsibilities you will be required to promote and actively support the school's responsibilities towards safeguarding. Safeguarding is about keeping people safe and protecting people from harm, neglect, abuse and injury. It is about creating safe places, being vigilant and doing something about any concerns you might have. It isn't just about the very old and the very young, it is about everyone who may be vulnerable.

The post holder must be willing to undertake an enhanced Disclosure and Barring Service check. Please note that a conviction may not exclude candidates from appointment but will be considered as part of the recruitment process.

Standard Duties in all Trust Job Description

- Show a commitment to diversity, equal opportunities and anti-discriminatory practices
- Show a commitment to ensuring that children and young people learn in a safe environment
- Participate in relevant and appropriate training and development as required.

Method of Working

The Wellspring Academy Trust expects all staff to work effectively and co-operatively as part of a team, delivering high quality support. This requires dealing with people politely and tactfully, and in accordance with Trust guidelines, policies and procedures. Wellspring Team members are expected to respect confidentiality and safeguarding practices at all times.

Public Relations

Considerable importance is attached to the public relations aspect of our work. Members of the Team must project a positive image of the Trust at all times and through all activity.

DBS Certificate

The Wellspring Academy Trust takes its duty to safeguard the young people with which it works seriously. All Wellspring Team Members are required to undertake a Disclosure and Barring Service (DBS) check.