




## Job Description: **TEACHING ASSISTANT**

<b>Job title:</b>	<b>TEACHING ASSISTANT</b>	<b>Team:</b>	<b>LEARNING SUPPORT</b>
<b>Based at:</b>	 <b>THE WELLDON PARK ACADEMY</b>		
<b>Salary:</b>	Grade 2, Scale 8, current actual salary £18303.00		
<b>Line Manager:</b>	SENDCO		
<b>Hours:</b>	30 hours per week; 8.45am-3.15pm (inc 30 min unpaid lunch)		
<b>Contract:</b>	Term Time Only including 5 training days (39 weeks)		

### Essential Functions:

- To safeguard children in every interaction including a proactive approach to health and safety
- To support the teaching and learning of all children under the deployment of a teacher/leader
- To supervise, interact and engage with all children through play, rules and rewards in line with policy
- To work professionally with all adults, following the code of conduct at all times
- To work under the direction of the class teacher to enable all children to learn and be nurtured
- To undertake any other duties as required by the academy or trust

### Support Children:

- aid and enable learning in line with the academy's teaching and learning guidance
- ensure all children have resources for learning, including competently supporting with IT hardware/software and adapt learning if a different approach is needed
- deliver in-class and out of class learning, interventions and pastoral support
- provide feedback to children under the guidance of the class teacher
- be kind, calm and nurturing to every child, providing first aid as required

### Support Teachers:

- follow any deployment or direction of the teacher or HLTA which enables learning, and supports children
- keep everywhere tidy, organised and ensure activities are set up in advance and cleared away in a timely manner
- complete administrative tasks to support regarding assessment, learning environment displays and enrichment
- monitor, track progress and provide feedback to assist in developing ILPs/ EHCPs and next steps in learning
- contribute to behaviour management proactively to prevent potential problems arising
- supervise the class alone as and when required
- complete administrative tasks as outlined as part of trust guidance reducing teacher workload

### Support the Academy & Trust:

- ensure you always meet your statutory safeguarding and equality duties
- commit to professional development, fully engaging with every continuing professional development opportunity presented
- follow all policies and procedures without exception
- attend trips, events, clubs and other opportunities as required, including where they may occur out of usual hours
- attend additional meetings and training as required
- develop and maintain effective relationships with all adult stakeholders
- go the extra mile to demonstrate a commitment to "children first"

*This job description is not a contract of employment and will be reviewed and updated periodically in order to ensure that it relates to the job performed or to incorporate any proposed changes. This procedure will be conducted by the relevant manager or leader, and in consultation with the postholder. In these circumstances, it will be the aim to reach an agreement on reasonable changes, but if an agreement is not possible, management reserves the right to make changes to the job description following consultation. As a term of your employment, you may reasonably be expected to perform duties of a similar or related nature to those outlined in the job description.*



I confirm that I have read the job description and understand the requirements, essential functions and duties of the position.

Employee:

Date:

Manager:

Date:

 <b>Person Specification: TEACHING ASSISTANT</b>			
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For each point below, explain how you meet the person specification in your supporting statement (no more than two sides of A4 paper) and ensure your application form covers your qualifications and full employment history.

CRITERIA	Application	Assessment
<b>Education &amp; Training</b>		
1. GCSE grade 4-9 pass (or equivalent) in english and maths		
2. Have or commit to achieving an NVQ2 (or equivalent) relevant qualification		
3. Evidence of Right to Work in the UK		
<b>Experience</b>		
4. Worked in an educational setting including voluntary work		
<b>Knowledge &amp; Understanding</b>		
5. Explain what safeguarding is and have read a school or academy policy		
6. Explain what SEND means and how adults can support children with SEND		
7. Be able to use basic computing skills on a tablet, laptop and/or computer		
8. Know how a school or academy's curriculum is out together and delivered from EYFS		
<b>Skills and Qualities</b>		
9. Clear spoken and written english and the ability to communicate clearly		
10. Use computing skills to type, upload, navigate, create and communicate		
11. Be a positive, calm, people-focused person who can work effectively in a team		
12. Be honest, be open to feedback, and committed to professional development		