

### Job Description

<b>Job Title</b>	Teaching Assistant
<b>Academy</b>	Thomas Deacon Academy Juniors
<b>Reports to</b>	Phase Leader
<b>Working Hours &amp; Pattern</b>	35 hours per week, 45 weeks (term time plus 1 week)
<b>Salary / Grade</b>	Pathway 3
<b>Core Purpose</b>	To assist the classroom teacher in the support and inclusion of all pupils and to support access to learning for pupils and encourage interaction and independence.

<b>Key Responsibilities</b>	
<b>Supporting the Pupil</b>	
<ul style="list-style-type: none"> <li>• Supervise the activities of individuals or groups of children to ensure their safety and welfare.</li> <li>• Establish and maintain supportive relationships with individual pupils or small groups to ensure they understand and can achieve the tasks.</li> <li>• Promote the inclusion and acceptance of all pupils.</li> <li>• Aid the learning of children by:               <ul style="list-style-type: none"> <li>• Clarifying and explaining instructions;</li> <li>• Ensuring that the child is able to use the equipment and materials provided;</li> <li>• Motivating and encouraging the child as required;</li> <li>• Assisting in weaker areas, e.g. spelling, handwriting, reading etc;</li> <li>• Helping pupils to concentrate and to finish the work set.</li> </ul> </li> <li>• Under the direction of the Class Teacher/Seclusion Manager, provide specialist learning support to individuals, small groups, or children with additional needs who would benefit from a different learning approach.</li> </ul>	
<b>Supporting the Teacher</b>	
<ul style="list-style-type: none"> <li>• Prepare the classroom for lessons as directed.</li> <li>• Get materials and resources ready for lessons as directed</li> <li>• Undertake support activities for the teacher as required, e.g. photocopying, mounting displays, filing, etc.</li> <li>• Undertake pupil record keeping as requested.</li> <li>• Promote good pupil behaviour, dealing with pupils in line with the established policies encouraging pupils to take responsibility for their own behaviour.</li> </ul>	
<b>Supporting the Curriculum</b>	
<ul style="list-style-type: none"> <li>• Support pupils to understand instructions.</li> <li>• Support pupils in respect of local and national learning strategies e.g. literacy, numeracy, early years, as directed by the teacher.</li> <li>• Support the use of ICT in the curriculum.</li> </ul>	
<b>Supporting the Academy</b>	
<ul style="list-style-type: none"> <li>• Set a personal example that contributes to the positive ethos of the Junior Academy.</li> </ul>	

- Be aware of, and comply with, policies and procedures, e.g. child protection, health, safety and security, confidentiality and data protection, reporting all concerns to an appropriate person.
- Assist with the supervision of pupils out of lessons, including before and after school and at lunch times.
- Accompany staff and pupils on visits, trips and out-of-school activities as required and take responsibility for small groups.
- Develop and maintain professional and effective working relationships with parents/carers, external partners and other colleagues.
- Attend meetings as required.
- Engage actively in the Academy.
- Undertake professional development as required or identified.
- To undertake First Aid training and use this to assist as required during the day

#### **General Responsibilities**

- Take on any additional responsibilities which might from time to time be reasonably determined
- Create and maintain positive and supportive relationships with staff, parents, business, community and other partners including the Board
- To engage with appropriate training opportunities to promote professional effectiveness in this role
- To promote a flexible approach to meet the changing needs of the Academy.
- To ensure that teaching and other staff receive adequate support to meet educational and operational objectives

#### **Academy Responsibilities**

In addition to the specific responsibilities of this post, every member of staff at the Academy will commit to:

- Providing a courteous and efficient service to students at all times.
- Using their influence with other staff and students to promote high standards of behaviour and order within the Academy.
- Promote the safeguarding of all students.

The duties and responsibilities listed above describe the post as it is at present. It cannot be read as an exhaustive list of duties and may be altered at any time with Academy approval.

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**Note: Every job description in the organisation will be subject to a review either:**

- **On an annual basis at the time of the annual appraisal meeting, or**
- **As a result of a change in strategic direction, or**
- **As a result of a team/operational requirements, or**

**It is the shared responsibility of the post holder and their manager to ensure that the job description is kept up to date.**

### Person Specification

Attribute	Essential or Desirable	Assessment
<b>Qualifications</b>		
A* - C GCSE Maths and English (or equivalent).	E	A
Willingness to undertake appropriate first aid training.	E	A
Training in relevant learning strategies e.g. literacy/numeracy/EAL.	D	A
Teaching Assistant qualification.	D	A
<b>Knowledge &amp; Understanding</b>		
Ability to provide support for pupils, including those with special needs and EAL, ensuring their safety and access to learning activities.	E	I
Promote good pupil behaviour, and deal promptly with conflict and incidents.	E	I
Ability to undertake student record keeping as requested.	E	I
Ability to provide support for structured and agreed learning activities/learning programmes, taking into consideration pupils' learning styles.	E	I
Awareness of procedures relating to child protection, health, safety and security, confidentiality and data protection.	E	I
Ability to utilise strategies to support students in achieving learning goals.	D	I
Understanding of how to support Literacy/Numeracy/EAL programmes, record achievements and progress and providing appropriate reports and feedback for the teacher.	D	I
<b>Skills &amp; Abilities</b>		
Establish good working relationships with pupils acting as a role model.	E	I
Encourage pupils to interact with others and engage in activities led by the teacher.	E	I
Assist with the development and implementation of Individual Learning Plans and Education Health Care Plans.	E	I
Provide detailed and regular feedback to teachers on pupils' achievements and progress.	E	I
Support the use of ICT in learning activities and develop pupils' competence and independence in its use.	E	I
Work as part of a team appreciating and supporting the role of other people in the team.	E	I
<b>Experience</b>		
General understanding of national curriculum and other basic learning programmes/techniques.	E	I
Basic understanding of child development and learning.	E	I
Ability to relate well to children and adults.	E	I
General awareness of inclusion, especially within a school setting.	E	I
Previous experience of working with primary aged children.	D	I

<b>Personal Commitment To</b>		
Safeguarding and promoting the welfare and rights of young people.	<b>E</b>	<b>A / I</b>
An acceptance of the principles underlying equal opportunities and diversity.	<b>E</b>	<b>A / I</b>
Effective team work.	<b>E</b>	<b>A / I</b>
Own performance management and continued, relevant professional development .	<b>E</b>	<b>A / I</b>

**Assessment methods**

**A – Application    I – Interview    T – Task/Activity    L – Lesson Observation    R – References**