



THE CONSORTIUM  
ACADEMY TRUST

Shaping Positive Futures

## Teaching Assistant Level 2

We know from experience that things change throughout the lifetime of a role and so this JD isn't a list of everything you will do – this gives our people the chance to play to their strengths.

### How you will make an impact...

- Help maintain the ethos of The Consortium Academy Trust by driving our organisational culture forward and using every opportunity to embed our values.
- Taking responsibility for your own development - that way we can make the biggest impact!
- We are always looking for someone who can contribute to our growth.
- More than anything, we are looking for a team player who puts their heart in to their work. We have some core values that run through everything we do, and we'd love it if they resonate with you too.

### About the role...

#### Main purpose of the role:

- Support transition activities, at all stages of education, to ensure that pupils are physically, mentally and emotionally able to demonstrate resilience and thrive in the academy environment
- Offer guidance to teaching staff on strategies to ensure that pupils develop every opportunity fully in the classroom and beyond
- Support pupils around the site – both between and during lessons and where appropriate, at break and lunchtime
- Seek out opportunities for pupils to engage in social activities with friendship groups and beyond
- Provide academic support of vulnerable and other pupils to ensure that effective learning takes place across the academy in all lessons, enabling all pupils to achieve and exceed their academic, social and emotional potential
- Liaise with parents/carers on a regular basis to highlight areas of concern and celebrate achievement
- Provide targeted support for pupils identified as requiring additional support
- To support pupils who need time out to reflect on their behaviours and find restorative solutions

#### Key accountabilities:

- Take an active role as a member of staff within The Trust in ensuring that the academy is a safe and welcoming environment for all pupils, staff, parents and visitors
- Take a keen interest in continuing professional development of themselves. Ensuring that basic skills relating to their post are continually up to date. Participating in Staff Training Days
- Provide administration support to support the outcomes of the pupils, for example, creating differentiated worksheets, entering incidents through CPOMS, marking assessments
- Be a positive role model and actively engage in the Restorative ethos of the Academy

#### As a member of staff of The Trust

- Role model appropriate behaviours within a professional environment including conduct, communication, and personal appearance

- Role model high levels of literacy and numeracy including modelling appropriate language
- Aspire to develop own professional skills and qualifications
- Use all forms of social media appropriately
- Take responsibility for the reputational management of all sites across the Trust
- Contribute to systems of evaluation and performance of the organisation positively

## About you...

This is the job for you if you hold the following qualifications, experience, knowledge, skills and values:

### Qualifications and Training

#### Essential

- NVQ Level 2 for Teaching Assistants or equivalent qualifications
- Level 2 qualification in English and Maths or working towards.

#### Desirable

- First Aid training
- Team Teach Training

### Experience, Knowledge and Skills

#### Essential

- Proven experience of working in a school or educational establishment
- Experience of working unsupervised with classes / groups of students
- Motivation to work with children and young people
- Ability to form and maintain appropriate relationships and personal boundaries with children and young people
- Good numeracy/literacy skills
- A knowledge and commitment to safeguarding and promoting the welfare of children and young people
- Understanding of relevant policies/codes of practice and awareness of relevant legislation
- General understanding of national/foundation stage curriculum and other basic learning programmes/strategies
- Ability to write coherently and effectively, using expected standard English

#### Desirable

- Prior experience of working with vulnerable students and those lacking in social skills
- Prior experience of working with challenging students, some of whom have severe behavioural difficulties
- Training in the relevant learning strategies e.g. phonics

### Values and Personal Competencies

#### Essential

- Ability to establish good professional relationships and effective working relationships with a range of partners/colleagues and students at a variety of levels
- Basic understanding of child development and learning
- Ability to self-evaluate learning needs and actively seek learning opportunities
- Work constructively as part of a team, understanding classroom roles and responsibilities and your own position within these
- Committed to the values and vision of the Trust.
- Team focused with the ability to work independently and take initiative.
- Committed to equality, diversity and inclusion.
- Strong morals, ethics and sound judgement.
- A role model of the Trust's Values.