

<b>Job Title</b>	Teaching Assistant – Level 2
<b>Responsible To</b>	Class Teacher and Headteacher

**Purpose of role:**

The Teaching Assistant under the direction of the Class Teacher will:

- Work as part of the team to fulfil the strategic and operational aims and objectives of the academy in accordance with those of the Diocese of Ely Multi Academy Trust in order to deliver the DEMAT promise to the children at the academy.
- Work in line with policies for achieving these aims and objectives aligned to our Trust playbook.
- Provide high quality support for teaching and learning in the classroom.
- Maintain excellent standards of behaviour both in and out of the classroom to ensure the best possible learning environment for all, following the Trust principles of inclusion.
- Deliver learning activities to pupils as directed by the Class Teacher.
- Work independently with specified pupils.

The academy is committed to safeguarding and promoting the welfare of children and young people and requires all staff to share this commitment.

**Responsibilities**

**Support for the Children**

- Assess the needs of pupils and use detailed knowledge and skills to support pupils' learning.
- Establish productive working relationships with pupils, acting as a role model and setting high expectations following the academy's behaviour policy.
- Promote the inclusion and acceptance of all pupils within the classroom.
- Support pupils consistently whilst recognising and responding to their individual needs.
- Encourage pupils to interact and work co-operatively with others and engage all pupils in activities.
- Provide feedback to pupils/Class Teacher in relation to progress and achievement including marking work in line with school policy.
- Provide supervision during unstructured times, where required.
- Supervise activities and maintain the health, safety, welfare, good conduct and safeguarding of pupils during the midday break, having regard to special or additional needs.
- Report incidents in line with academy and safeguarding policies.

**Support for the Curriculum**

- Support the academy curriculum including literacy and numeracy activities through the delivery of individual and small group intervention programmes.
- Follow long, medium and short term plans which ensure each child is working towards desirable learning outcomes within the EYFS curriculum.
- Use strategies, in liaison with the Class Teacher to support pupils to achieve EYFS objectives.
- Provide targeted support to enhance learning, accelerate progress and improve attainment.

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Trust  
Ambition

01353 656760

[www.demat.org.uk](http://www.demat.org.uk)

**DEMAT Office Address:**

Grace Building, 8 High Street, Ely, Cambridgeshire, CB7 4JU

**The Diocese of Ely Multi-Academy Trust (DEMAT)**

Company limited by guarantee Number 08464996. Registered in England & Wales.

Registered Office: Diocesan Office, Bishop Woodford House, Barton Road, Ely CB7 4DX

- Deliver learning activities to pupils, adjusting activities according to pupil responses and needs.
- Use ICT effectively to support learning activities.
- Select and prepare resources – with direction – necessary to lead learning activities, taking account of pupils' interests.

#### **Support for the Class Teacher**

- Organise and manage appropriate learning environments and resources.
- Monitor and evaluate pupil responses to learning activities through a range of assessment and monitoring strategies against predetermined learning objectives.
- Work within an established behaviour policy to anticipate and manage behaviour.
- Support the role of parents in pupils' learning and contribute to meetings with parents to provide constructive feedback on pupil progress/achievement.

#### **Support for the Academy**

- Be aware of, follow and comply with all academy policies and procedures.
- Be aware of and support difference and ensure all pupils have equal access to opportunities to learn and develop.
- Contribute to the overall ethos, values, work and aims of the academy.
- Assist with pupil supervision out of lesson times, including before and after school and at lunchtime, where required.
- Make a positive contribution to the wider life and ethos of the academy.

#### **Professional Development**

- Participate in arrangements for your own performance management.
- Participate in Trust-wide professional development to develop your own knowledge and practice with an aim to develop and improve outcomes for all children.

#### **Working with Colleagues and other Relevant Professionals**

- Collaborate and work with colleagues and other relevant professionals within and beyond the academy to secure excellent outcomes for all pupils.
- Participate in administrative and organisational tasks where required.
- Accompany teaching staff and pupils on visits, trips and out of school activities as required.
- Attend and actively participate in staff meetings.
- Have a flexible approach and be willing to adapt to changes.
- Attend all weekly TA meetings and follow up on the actions given.

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### Person Specification

Attributes	Essential (E) or Desirable (D)
<b>Qualifications and Experience</b>	
A minimum qualification of GCSE Maths and English (or equivalent) grade C or above.	E
NVQ Level 2 in supporting teaching and learning or equivalent	E
First Aid Qualification	D
Commitment to undertake professional training/development relevant to the post/seeking career progression	E
Previous experience working in a primary school	D
Working with children and experience of supporting children with special educational needs	D
<b>Knowledge, Skills and Abilities</b>	
Principles and practices of high-quality teaching and learning	E
Effective approach to behaviour management	E
High level of written and oral communications	E
Strong organisational, personal time management and planning skills	E
Can use ICT effectively to support learning	E
<b>Personal Attributes</b>	
High level of collaboration, cooperation and team working capabilities	E
Work constructively as part of a team, understanding classroom roles and responsibilities and your own position within these.	E
High levels of adaptability and flexibility	E
Commitment to safeguarding and promoting the welfare of children and young people	E
High levels of enthusiasm, determination and a drive to inspire others to achieve high standards	E
Ability to build effective relationships with colleagues, parents/carers and members of the community	E
Ability and willingness to promote the school's positive culture and ethos	E

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