

## FELIX PRIMARY SCHOOL JOB DESCRIPTION

### TEACHING ASSISTANT

<b>Line Managers job title:</b>	Senior Leadership
<b>Salary:</b>	Points 4-6 of the Support Staff Scale <b>FTE</b> £25,185-£25,989 per annum <b>Pro-rata</b> £19,022 - £19,984 per annum, including an allowance for holiday pay
<b>Tenure:</b>	Permanent
<b>Contract type:</b>	Term-time plus one week
<b>Hours per week:</b>	32.5 hours per week

#### THE POST

Felix Primary School is a member of the Sapientia Education Trust (SET). SET is an expanding multi-academy trust with 13 primary and 9 secondary schools.

We are looking for a hard-working and enthusiastic person with high standards and the ability to communicate and interact effectively with others as part of our school as a Teaching Assistant.

The first six months of employment shall be a probationary period and employment may be terminated by the Trust during this period at any time on one week's prior written notice. The Trust may, at its absolute discretion, extend this period for up to a further six months. During this probationary period, performance and suitability for continued employment will be monitored.

#### PERSON SPECIFICATION

The professional competencies expected of a Teaching Assistant are:

- The ability to communicate clearly and tactfully using appropriate methods and an awareness of the impact of your own communication on others;
- Able to maintain positive relationships with all and able to work as an effective and flexible part of a team; willing to change methods of work and routines to benefit the team;
- Be able to multi-task and work under pressure;
- Be flexible and resilient in managing and executing their daily responsibilities;
- Able to demonstrate strong planning and organisational skills;
- Willingness to accept responsibility for your own actions;
- The ability to prioritise effectively, meet deadlines and accept challenges.

The qualifications and experience required of a Teaching Assistant are:

- A minimum of a grade C / 4, or equivalent, in English and Maths GCSE. (all roles except cleaners, catering staff & exam invigilators).
- Understanding of SEN code of practice and inclusive practice within a school setting;
- Experience of working with SEND and vulnerable students;
- Knowledge of school curriculum and the academic expectations of year groups;
- Experience of working in small group and on a 1:1 basis with students;
- Experience of administrative and reprographic tasks.

### **Skills and Attributes**

#### **Essential**

- Ability to complete a range of administrative tasks;
- Excellent organisation skills;
- Able to follow teachers' instructions with commitment and efficiency;
- Ability to promote inclusive practice across the school;
- Explain tasks simply and clearly and foster independence;
- Able to maintain excellent records of the impact of their work on student progress;
- Ability to reflect and develop practice.

### **Personal/Professional Qualities**

#### **Essential**

- Able to establish positive and respectful relationships with all students;
- Consistently high expectations of self and others;
- An effective team player; but able to think and work independently;
- High standards or integrity and approachability;
- Democratic, sensitive and displays a good sense of humour;
- Discrete, flexible and collaborative

## **JOB SPECIFICATION**

### **General Responsibilities**

As a Teaching Assistant, you will work closely with teachers to create an engaging and inclusive learning environment. You will provide both one-to-one and small group support, ensuring that all pupils, including those with SEND, can access learning in a way that suits their individual needs. Your role will be crucial in fostering pupils' confidence, independence, and love for learning. You will also support positive behaviour management, helping pupils develop self-regulation and social skills.

### **Specific Responsibilities**

A non-exhaustive list of specific responsibilities for the role is below and you will be required to undertake other duties and responsibilities as may reasonably be required.

### **Core job functions – Teaching and Learning**

- Support pupils' learning in the classroom, ensuring they are engaged and motivated.
- Adapt activities and teaching approaches to meet the diverse needs of pupils, including those with SEND.
- Work one-to-one and in small groups to reinforce learning and build confidence.
- Assist with assessing and tracking pupils' progress, providing feedback to teachers.
- Create a safe, inclusive, and nurturing learning environment.
- Support pupils in developing key skills in literacy, numeracy, and social interaction.
- Help manage behaviour positively, using school-wide strategies to support pupils' emotional and social development.
- Work collaboratively with teachers, SEND staff, and parents to ensure the best outcomes for pupils.

### **Core job functions: Administrative Supportive**

- Assist with the planning, preparation and development of work programs for groups/individuals and prepares resources to support a range of learning activities.
- Organises and maintains the learning environment and takes responsibility for aspects of class organisation, administration and display.
- Support class teachers in photocopying and other appropriate tasks in order to support teaching.

### **Core job functions: Personal Responsibility**

- To adhere to all school policies including those relating to Race Equality, Equality Opportunities, Safeguarding and Health and Safety.
- To attend training and meetings as necessary and cascade any relevant information to relevant staff and stakeholders as appropriate.
- Be an excellent role model for all members of staff and for students in all aspects of school life. To be an exemplar of all school policies and practices to include risk assessments as appropriate. To actively promote the aims of the Academy.
- Support, promote and comply with decisions and policies agreed by the SLT and the governing body.

Undertake such tasks as the Headteacher or line manager may require e.g. support administrative work on occasions taking part in out of school activities, supporting students in another class or activity etc.

### Generic Accountabilities

- Assist in supporting and monitoring students at break times.
- Support students whilst waiting for and getting into taxis after school.
- Develop own professional knowledge, skills and understanding through active participation at meetings and training.
- Attend daily and weekly meetings, and occasional meetings during evening hours, as required to include annual review meetings where required.
- Make a positive contribution to all relevant areas of academy life.
- Actively organise and participate in activities connected with the Academy.
- Develop effective working relationships with professional colleagues.
- Safeguarding Children

The post-holder will be required to comply with the Trust Code of Conduct. The post holder will have access to and be responsible for confidential information and documentation. They must ensure confidential or sensitive material is handled appropriately and accurately.

The post holder shall participate in the Trust's programme of Performance Management and Continuing Professional Development.

### HOURS OF WORK

Paid Weeks per year	Term Time plus one weeks
Hours per week	32.5 hours per week
Normal working Pattern	Monday to Friday 8:30am – 15:30pm
Unpaid Breaks	30 minutes lunch break where the working day exceeds 6 hours
Holidays	Holiday pay entitlement is included in the pro rata salary for the post and there is no entitlement to take holidays during term-time.
Annual leave entitlement	Annual holiday entitlement for full-time support staff will reduce to 33 days (including bank holidays), rising to 37 days after 5 years' service.  Holiday entitlement is pro-rata for employees who work less than 52 weeks per year and/or less than 37 hours per week.

CPD Days	CPD is included in your pro-rata salary and you will be expected to work on all published CPD Days. Any additional time required for CPD can be claimed on a timesheet.
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## REMUNERATION

- Points 4-6 of the Support Staff Salary Scale
- FTE Salary: £24,404-£25,183 per annum
- Pro rata salary: £19,022-£19,984 per annum

The post-holder will be auto enrolled to join the Trust's nominated pension scheme for support staff.

## MID-YEAR ADJUSTMENTS – TERM TIME/TERM TIME PLUS

Salary payments are averaged out over the 12 months of the Academic Year. If you begin employment with the Trust during the Academic Year, or you have changes made to your contract, a Mid-Year Adjustment calculation will be made. This is to ensure that employees are only paid for work they will do over the remaining months of the Academic Year. This is worked out based on working days of the term time calendar not an equal division of full months to be worked.

## DRESS CODE

The post-holder will be expected to wear appropriate business attire. All staff will be supplied with appropriate Staff ID. This must be worn at all times to ensure that students, staff and visitors are able to identify employees.

## PRE-EMPLOYMENT CHECKS

Sapientia Education Trust is committed to safeguarding and promoting the welfare of children and young people and expects all staff and volunteers to share this commitment.

All staff must be prepared to undergo several vetting checks to confirm their suitability to work with children and young people. The Trust reserves the right to withdraw offers of employment where checks or references are deemed to be unsatisfactory.