

Job Description

Job Title:	Teaching Assistant
Responsible to:	Headteacher/Deputy Headteacher
Functional Liaison with:	Teachers, SENCo, SLT, Parents and Guardians, Pastoral Care, School Admins, External Specialists and Other Teaching Assistants
Main Purpose:	To support the classroom teacher in delivering high-quality education to pupils. The successful candidate will assist in creating a positive learning environment and provide support for pupils to help them reach their full potential.

Main Duties and Responsibilities

The following duties are not shown in order of priority or frequency, nor is the list comprehensive, but rather an indication of the type and level of duties expected of the post.

- Provide specialist assistance to pupils under the direct supervision of the teacher. However, they may occasionally be required to work outside the classroom for short periods.
- Attend to pupils' personal needs, as well as help with social, emotional, welfare and health matters reporting problems to teacher as appropriate.
- Assist with the development and implementation of Education, Health and Care Plans and/or other support plans, as required.
- Encourage pupils to interact with others and engage in activities led by the teacher.
- Scaffold learning activities so that the child is as independent as possible.
- Provide feedback to pupils in relation to attainment and progress under the guidance of the teacher.
- Use strategies, in liaison with the teacher, to support pupils to achieve goals.
- Assist with the preparation of learning activities.
- Report pupils' responses to learning activities and record achievement/progress as directed.
- Provide detailed and regular feedback to teachers on pupils' achievement, progress, or problems.
- Complete in a professional manner home-school communication for parents whose children travel on taxi.
- The above job description is not exhaustive, and the employee may be required to undertake any other reasonable duties in line with the general level of responsibility of the role.
- As we now operate as a collective Eastern Education Group you may be from time to time required to undertake any of the requirements of your role for any of our Group organisations.

PERSON SPECIFICATION

	Essential	Desirable	Measured
Education and Qualifications	GCSEs in English and Maths (Grade C/4 or above), or equivalent.	A recognised Teaching Assistant qualification (e.g., Level 2/3 in Supporting Teaching and Learning in Schools)	I,A,
Knowledge and Skills	- Excellent communication and interpersonal skills. - Patience, empathy, and a passion for supporting children's learning. - Strong organisational skills and the ability to work flexibly.	Basic ICT skills (e.g. using Word processing apps and iPads)	A,I,P
Experience	Previous experience working with EYFS/primary-aged children, ideally within an educational setting.	Experience supporting children with SEN or EAL is an advantage.	A, I,
Personal Qualities	- Displaying behaviour that promotes the school's values and encourages respect, kindness, and perseverance among pupils. - The ability to work collaboratively with teachers, other assistants, and school staff to support pupils and the overall functioning of the school. - The ability to cope with the demands of a busy classroom, especially in challenging situations or when managing behaviour issues.		A, I,
Training	- Willingness to attend, undertake any training or development as, or when appropriate. - Commitment to continuing personal development through continual professional learning.		A, I,

KEY: A-APPLICATION, I-INTERVIEW, P-PRESENTATION/MICROTEACH, T-TEST

Conditions of Service

1. Holidays: 23 days, plus public holidays, raising to 27 days on completion of 5 years' service pro rata for part time working. Employees who work on a term-time basis will have their entitlement to annual leave (pro rata to their weeks and hours worked) paid as a separate element in their monthly pay.
2. New support staff appointments to the Trust are subject to a 26 week probationary period.
3. Contributory pension: Local Government Pension Scheme through Suffolk County Council
4. The Trust is committed to safeguarding and promoting the welfare of young people and vulnerable adults and expects all staff and volunteers to share this commitment.
5. The job description is current at the date shown; it may change from time to time in negotiation with the post holder.

We are passionate about promoting equality of opportunity and creating a working environment where diversity is recognised and celebrated and everyone has the chance to reach their full potential. Our environment is diverse in character and student population. We particularly welcome applications from candidates from Black Minority Ethnic origin and those with a disability.

Eastern Education Group is committed to safeguarding our children and young people/vulnerable adults. We uphold fundamental British Values and expect all our employees to do the same. All appointments are subject to safer recruitment checks, including previous employment checks, online searches and an Enhanced DBS Check.

General Data Protection Regulations (GDPR)

In line with national legislation, and organisational policy, all data will be processed in a fair and lawful way, for the specific purpose and not disclosed in any way incompatible with such purpose or to any unauthorised persons or organisations.

Equal Opportunities

In accordance with the Equality Act 2010 the Group operates a policy of equality and diversity which protects employees, students and people who access the Group's goods, services and facilities, from discrimination on the basis of 'protected characteristics' which include: age, disability, gender, reassignment, marriage and civil partnership, pregnancy and maternity, race (colour, nationality and ethnic or national origins.), religion or belief, sex and sexual orientation.



Group Character Strengths

We have eight Group character strengths that underpin all we do and we make it a priority to give our students the strength of character in order to shine above the rest when faced with employers or universities. Not only do they apply to our students but also to our staff members and the reasons why Eastern Education Group is such a fantastic place to work.

Take a look below:

- **Resilience** – We are strong as an organisation and all teams work together to achieve. If and when we are faced with challenges we respond efficiently and effectively at all times.
- **Optimism** – We use education as a catalyst for positive social change and prosperity for the community we serve, leaving no-one behind. We want to inspire our students.
- **Curiosity** – We are a curious organisation, always trying to seek out new opportunities and ways in which we can break boundaries in the world of education.
- **Confidence** – We are confident. We believe in all that we do and we appreciate the abilities and qualities of every single staff member. We celebrate our successes and we remain sure that we will continue to lead as a provider of education.
- **Ownership** – We take responsibility for every single student and every single staff member ensuring our main goal is that everyone at the Group is happy and achieving to their full potential. Our amazing wraparound support demonstrates this perfectly.
- **Self-Control** – We are disciplined as individuals and always put the needs of our students first.
- **Ambition** – We are an ambitious organisation. We are constantly evolving as demonstrated with the new STEM Innovation Campus.
- **Respect** – We respect our staff and students alike and we put the success of our students at the heart of all that we do, preparing them for their future.