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**BURSTON & TIVETSHALL PRIMARY SCHOOLS**

**JOB DESCRIPTION**

**TEACHING ASSISTANT**

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| **Line Managers job title:** | Head of School (but working to and with a qualified teacher on a day-to-day basis) |
| **Salary:** | Points **4-6** of the Support Staff Scale**FTE** £25,183 - £25,989 per annum**Pro rata; £18,436 - £19,369 per annum, including an allowance for holiday pay**  |
| **Tenure:** | Permanent  |
| **Contract type:** | Term-time plus 1 week |
| **Hours per week:** | 31.5 hours per week |

**THE POST**

Burston and Tivetshall Primary Schoolsare members 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, based usually at Burston.

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, show initiative, be proactive 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 personal competencies expected for the role are:

* Engages with pupils appropriately and works with the best interest of pupils in mind;
* Able to work with minimum supervision;
* Understand statutory requirements and policies;
* Able to maintain confidentiality appropriately;
* Able to work as part of a team;
* Adhere to the school policies, undertaking training as required;
* Be computer literate, or willing to learn;
* Be flexible – changes to timetables can take place at the last minute!
* Attend meetings, CPD and participate in performance management;
* Ensure confidential material is handled appropriately and sensitively

The qualifications and experience required of a Teaching Assistant are:

* A good level of literacy and numeracy.
* GCSE or equivalent level, including at least a Grade 4 (previously Grade C) in English and Mathematics
* Previous experience working with children, in a classroom or similar environment is highly desirable
* Knowledge and experience of working with children with SEND

**JOB SPECIFICATION**

**General Responsibilities**

The Teaching Assistant is responsible to any class teacher they are assigned to work with and the SENDCo for duties relating to the attainment and pastoral support for children, particularly those assigned to work with the post holder (e.g. through intervention work). Duties will include undertaking care and learning programmes and activities to support individuals or groups of pupils, including more specialised support, 1:1 programmes and activities to assist pupils’ individual learning, medical and social needs and assisting the teacher in the management of pupils and the classroom and during social time.

All staff in school will be expected to accept reasonable flexibility in working arrangements and the allocation of duties including duties normally allocated to posts at a lower responsibility level, in pursuance of raising pupil achievement and effective running of the school.

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.

**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.

**Personal and professional conduct**

* Having proper and professional regard for the ethos, policies and practices of the school in which they work as professional members of staff.
* Demonstrating positive attitudes, values and behaviours to develop and sustain effective relationships with the school community.
* Having regard for the need to safeguard pupils’ well-being by following relevant statutory guidance along with school policies and practice.
* Upholding values consistent with those required from teachers by respecting individual differences and cultural diversity.
* Committing to improve their own practice through self-evaluation and awareness.

**Knowledge and understanding**

* Share responsibility for ensuring that their own knowledge and understanding is relevant and up to date by reflecting on their own practice, liaising with school leaders, and identifying relevant professional development to improve personal effectiveness.
* Take opportunities to acquire the appropriate skills, qualifications, and/or experience required for the teaching assistant role, with support from the school/employer. This includes attending and participating in relevant meetings as required and participating in training and learning activities and performance development as required.
* Demonstrate expertise and skills in understanding the needs of all pupils (including specialist expertise as appropriate) and know how to contribute effectively to the adaptation and delivery of support to meet individual needs.
* Demonstrate a level of subject and curriculum knowledge relevant to their role and apply this effectively in supporting teachers and pupils.
* Understand their roles and responsibilities within the classroom and whole school context recognising that these may extend beyond a direct support role.

**Teaching and Learning**

* Demonstrate an informed and efficient approach to teaching and learning by adopting relevant strategies to support the work of the teacher and increase achievement of all pupils including, where appropriate, those with special educational needs and disabilities.
* Promote, support and facilitate inclusion by encouraging participation of all pupils in learning and extracurricular activities.
* Use effective behaviour management strategies consistently in line with the school’s policy and procedures.
* Contribute to effective assessment and planning by supporting the monitoring, recording and reporting of pupil performance and progress as appropriate to the level of the role.
* Communicate effectively and sensitively with pupils to adapt to their needs and support their learning.
* Maintain a stimulating and safe learning environment by organising and managing physical teaching space and resources.

**Working with others**

* Recognise and respect the role and contribution of other professionals, parents and carers by liaising effectively and working in partnership with them.
* With the class teacher, keep other professionals accurately informed of performance and progress or concerns they may have about the pupils they work with.
* Understand their responsibility to share knowledge to inform planning and decision making.
* Understand their role in order to be able to work collaboratively with classroom teachers and other colleagues, including specialist advisory teachers.
* Communicate their knowledge and understanding of pupils to other school staff and education, health and social care professionals, so that informed decision making can take place on intervention and provision.

**Supervision of Pupils**

* Assist with the supervision of pupils out of lesson times, including before and after school and accompany teaching staff and pupils on visits, trips and out of school activities as required and take responsibility for a group under the supervision of the teacher. Supervise the children in all areas of the school, including the dining room, outdoor play areas and classrooms as directed by the Headteacher in order to ensure the safety and good behaviour of the children.
* Supervise the children during meal time to ensure that a good atmosphere is maintained.
* Encourage good eating habits and assist younger children where necessary.
* Maintain good order at all times to ensure that school standards are adhered to.
* Assist generally in the dining area e.g. Wiping up spillages to ensure a safe and ordered environment is maintained at all times.
* Supervise the movement of children to and from the dining room in order to ensure the safety and well-being of the pupils.
* Set up and clear away the tables and chairs in the dining room.
* Deal with first aid on the playground wherever possible or bring the child into the office to be attend to if more severe. Complete the appropriate recording systems and pass onto the class teacher and office.

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**

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| --- | --- |
| Paid Weeks per year | Term Time only (normally 38 weeks)  |
| Hours per week | 31.5 hours per week |
| Normal working Pattern | Monday - Friday: times to be negotiated |
| 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 | **From 1st April 2024**Annual holiday entitlement for full-time support staff will reduce to 34 days (including bank holidays), rising to 38 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 | Are included in the term time plus one of the contract. |

**REMUNERATION**

* Points **4-6** of the Support Staff Salary Scale
* FTE Salary: £25,185 - £25,989 per annum
* **Pro rata salary: £18,436 - £19,369 per annum**

The post-holder will be auto enrolled to join the Trust’s nominated pension scheme for support staff provided by Norfolk Pension Fund. This scheme is a defined benefit scheme with the current employer contribution rate set at 23.30%, and employee contributions of 6.5%. Staff do have the option to reduce contributions by 50%.

**MID-YEAR ADJUSMENTS – 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.

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

**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.