

SUPPORT STAFF

JOB DESCRIPTION

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| ROLE TITLE | Teaching Assistant |
| CONTRACTED HOURS | 32.5 hours per week / 38 weeks per year |
| LOCATION | West Row Academy, West Row |
| GRADE / SCALE POINT – SALARY | Grade 2 SP 3 - 4 |
| REPORTING TO | Principal / Senior Leadership Team |

INTRODUCTION

All Unity Schools Partnership schools embrace a strong set of values which ensure that pupils learn how to take their place in modern Britain. Every member of staff is required to uphold and promote the values of the Trust in every aspect of their work performance.

JOB PURPOSE

Under the instruction and guidance of teaching or other senior staff and within the overall ethos of the school, undertake care and learning programmes and activities to support individuals and groups of pupils. To support pupils to raise their level of educational attainment and to develop social skills and understanding including pupils who require specialist support. To assist the teacher in the management of the pupils and support them to learn as effectively as possible both in group situations and individually.

KEY TASKS & RESPONSIBILITIES

Support for pupils

1. Attend to the personal, social and emotional needs of pupils and any other special or specific requirement needed to support a pupil's needs.
2. Follow school procedures, to administer first aid / medication and accompany sick children in school or to a health centre or hospital as necessary. Where suitable, assist with programmes of special care such as speech therapy or physical therapies – this will always be under the direction of the appropriate specialist.
3. Ensure that pupils are able safe and able to access learning activities and supervise these following directions from the class teacher ensuring specific support.
4. Assist with the development and implementation of pastoral, care and health plans and programmes.
5. Model and maintain positive working relationships with pupils, colleagues, parents / carers and the wider community to promote inclusion and acceptance of all.
6. Under the guidance of the teacher and using the feedback policy and procedures ensure feedback is given to support progress and achievement.

Support for teachers

1. Create and maintain a purposeful, orderly and supportive environment, in accordance with lesson plans and assist with the display of pupils' work.
2. Work to support the teaching team in the planning of learning activities.
3. Work with the class teacher to employ strategies to support pupils of all abilities to achieve learning goals.
4. Monitor and accurately record pupils' responses to learning activities as directed. Provide detailed and regular feedback to the teaching team about a pupils' achievement, progress, problems, etc.
5. Promote good behaviour, dealing promptly with conflict and incidents in line with established policy and encourage pupils to take responsibility for their behaviour.
6. Administer tests or invigilate exams and undertake routine marking of pupils' work. Provide admin support, e.g. photocopying, typing, filing, money and administer coursework.

Supporting the curriculum

1. Lead agreed or structured learning activities or programmes; adjust activities according to pupil responses; record achievement and progress and share feedback to the teacher.
2. Prepare, maintain and use equipment / resources to meet the needs of the lesson or learning activity. Assist pupils in their safe use,
3. Where suitable use ICT in learning activities and developing pupils' competence in its use.
4. Support the teaching team in implementing agreed schemes, policies and procedures.

Supporting the school

1. Read and comply with policies and procedures relating to child protection, health, safety and security, confidentiality and data protection.
2. Report all concerns to an appropriate person.
3. Positively support equal access to opportunities to learn and develop.
4. Attend and participate in relevant meetings or training as required.
5. Supervise 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.
6. Ensure safe working practices, and insofar as is reasonably practicable, a hazard free environment in all areas.
7. Be prepared to work across all year groups from reception to year 6 depending on the needs of the pupils.
8. Undertake other similar activities that may fall within the grade and scope of the post as directed by the principal.

SAFEGUARDING

Unity Schools Partnership is committed to safeguarding and promoting the welfare of children and young persons at all times.

The post holder, under the guidance of the Headteacher, will be responsible for promoting and safeguarding the welfare of all children with whom he/she comes into contact, in accordance with the Trust's and the school's safeguarding policies. The post holder is required to obtain a satisfactory Enhanced Disclosure from the Disclosure and Barring Service (DBS).

GENERAL

1. Actively contribute to and promote the overall ethos and values of the School and the wider Trust.
2. Participate in training and other learning activities and performance development as required.
3. Maintain consistent high standards of professional conduct, tact and diplomacy at all times in dealings with pupils, parents, staff colleagues, external agencies and any other visitors to the school or wider Trust.
4. Maintain absolute confidentiality and exercise discretion with regard to staff / pupil information and the Trust's business at all times.
5. Act as an ambassador for the School and the wider Trust within the local community and beyond, ensuring that the ethos and values of the Trust are promoted and upheld at all times.
6. Undertake any other reasonable tasks and responsibilities as requested by the line manager or a member of the Senior Leadership or Trust Executive Leadership Teams which fall within the scope of the post.

PERSON SPECIFICATION

| CRITERIA | ESSENTIAL | DESIRABLE |
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| Qualifications | <p>English and Maths qualifications to Level 2 (GCSE A-C), or equivalent</p> <p>Teaching Assistant Qualification, or equivalent.</p> | <p>English and Maths qualifications to Level 3 (A Level), or equivalent</p> |
| Knowledge, understanding and experience | <p>Knowledge and understanding of safeguarding regulations</p> <p>Experience of working in an education setting</p> <p>Experience of working with children primary school age.</p> | <p>Experience of classroom management</p> |
| Personal and professional qualities | <p>Communicate effectively with adults and children, of all abilities</p> <p>Engage with and motivate children of all abilities</p> <p>Be flexible and able change tasks at short notice including covering absence as required</p> <p>Be flexible and able to work with a variety of classes and age groups as required</p> <p>Use ICT effectively to support learning</p> <p>Be aware of and able to follow the relevant policies / codes of practice and legislation</p> <p>Have a general understanding of National Curriculum requirements</p> <p>Be able to work constructively as part of a team</p> <p>Understand the roles and responsibilities in a classroom and your position within these</p> | <p>Have a desire and willingness to learn about learning programmes and implement them to support pupils of all abilities</p> |

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| Other requirements | Understand the requirements of safeguarding and child protection. | The ability to travel. The ability to work flexibly outside of normal hours if necessary. |
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