



THEDWASTRE
Education Trust

Job Description – Teaching Assistant

Level 2

Thedwastre Education Trust is a local multi-academy trust in the heart of Suffolk. Our four village primary schools work very closely together to use the talents within all our schools for the benefit of our pupils.

We are looking for talented and enthusiastic individuals to work in our schools who embrace our ethos of partnership, collaboration and mutual support and will flourish working within our growing family of schools.

Title of Post: Teaching Assistant

Location: Thurston CE Primary Academy

Purpose of the Job: To support the teaching and learning of children

Accountable to: Head Teacher and line managed by Deputy Headteacher

Scale / salary: Grade 2

The Trust and its schools are committed to safeguarding and promoting the welfare of children and young people and the successful candidate must ensure that the highest priority is given to The Trust and its schools are committed to safeguarding and promoting the welfare of children and young people and the successful candidate must ensure that the highest priority is given to following guidance and regulations to safeguard children and young people. The successful candidate will be required to undergo an Enhanced Disclosure from the Disclosure and Barring Service (DBS).

Each school is organised differently, and the range of duties carried out at this level will be different in each school. Some jobs may carry out a diverse range of duties whilst others may be engaged on a narrower range of tasks.

Whilst line management arrangements will vary from school to school, it is likely that the post holder will report to one of the following: Head Teacher, Deputy, Head of Year or SENDCo, but under the immediate supervision of a classroom teacher.

The purpose of this role is to work under the instruction/guidance of teaching/senior staff to undertake work/care/support programmes, to enable access to learning for pupils and to assist the teacher in the management of pupils and the classroom.

Work may be carried out in the classroom or outside the main teaching area.

SUPPORT FOR PUPILS

- Supervise and provide particular support for pupils, including those with special needs, ensuring their safety and access to learning activities
- Assist with the implementation of Individual Education/Behaviour Plans and Personal Care programmes
- Establish constructive relationships with pupils and interact with them according to individual needs in a positive manner
- Promote the inclusion and acceptance of all pupils
- Encourage pupils to interact with others and engage in activities led by the teacher
- Set challenging and demanding expectations and promote self-esteem and independence
- Provide feedback to pupils in relation to progress and achievement under guidance of the teacher

SUPPORT FOR TEACHERS

- Create and maintain a purposeful, orderly and supportive environment, in accordance with lesson plans and ensuring children make a good level of progress
- Use strategies, in liaison with the teacher, to support pupils to achieve learning goals
- Monitor pupils' responses to learning activities and accurately record achievement/progress as directed
- Provide detailed and regular feedback to teachers on pupils' achievement, progress, problems etc.
- Promote good pupil behaviour, dealing promptly with conflict and incidents in line with established policy and encourage pupils to take responsibility for their own behaviour
- Establish positive relationships with parents/carers
- Administer routine tests and invigilate exams and undertake routine marking of pupils' work
- Provide clerical/admin. support e.g. photocopying, typing, filing, money, etc.

SUPPORT FOR THE CURRICULUM

- Undertake structured and agreed learning activities/teaching programmes, adjusting activities according to pupil needs, under the guidance of a teacher

- Prepare, maintain and use equipment/resources required to meet the lesson plans/relevant learning activity and assist pupils in their use

SUPPORT FOR THE SCHOOL

- Be aware of and comply with policies and procedures relating to child protection, health, safety and security, confidentiality and data protection, reporting all concerns to an appropriate person
- Be aware of and support difference and ensure all pupils have equal access to opportunities to learn and develop
- Contribute to the overall ethos/work/aims of the school
- Appreciate and support the role of other professionals
- Attend and participate in relevant meetings as required
- Participate in training and other learning activities and performance development as required
- Assist with the supervision of pupils out of lesson times, including before and after school and at lunchtime or breaktimes
- 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

Person Specification

Criteria	Essential to basic performance of job	Required for fully competent performance of job
Knowledge:		
Technical or specialist	Knowledge and use of a range of equipment	Experience of working with pupils
		Basic knowledge of first aid
Literacy and numeracy	Ability to read and understand instructions	
	Ability to complete basic paperwork	
School environment		Knowledge of school policies and procedures
Mental Skills:		
Research	Assist teacher with information gathering and resources as appropriate	

Criteria	Essential to basic performance of job	Required for fully competent performance of job
Problem solving	Ability to recognise and report problems	
Thinking creatively / Developing new ideas	Assist teacher in creating a positive learning environment	
Interpersonal & Communications Skills:		
Caring skills	Sensitivity to pupils' needs	
Advising / guiding skills	Advising and guiding pupils on the best way to handle situations, under the teacher's direction	
Verbal and written communications skills (including use of languages)	Ability to communicate clearly	
	Ability to encourage participation and give feedback to pupils	
Criteria	Essential to basic performance of job	Required for fully competent performance of job
	Ability to maintain appropriate level of confidentiality	
Physical skills:		
Keyboard skills / use of mouse		Ability to use keyboard and mouse required if supporting pupils using IT equipment
Other manual skills	Use of guillotine, craft knives, glue guns etc when displaying work or assisting pupils in practical lessons	
	Help pupils to use tools and equipment as required to support learning	
Other attributes:		
Level of autonomy	Work is covered by set policies and procedures Teaching Assistants work under the guidance of the teacher or more senior Teaching Assistant	
	Able to work with small groups of pupils when carrying out specific tasks or on field trips etc Able to supervise larger numbers of pupils during break/lunchtime	
	Able to make decisions on when to refer queries/problems to another member of staff	