

# LAUNDE PRIMARY SCHOOL



## JOB DESCRIPTION

### Teaching Assistant (TA)

<b>GRADE/SALARY:</b>	Grade 6, £19,701 - £20,094 Full-time equivalent (pro-rata) Approx salary based on working 25 hours/39 weeks £11,339 - £11,566
<b>HOURS:</b>	Part-time - 25 hours per week. Hours determined by need.
<b>WEEKS:</b>	39 weeks. 38 weeks term-time plus one week for Teacher Training days
<b>CONTRACT:</b>	Starting 21 Aug 2021. Fixed term for one academic year
<b>RESPONSIBLE TO:</b>	Headteacher / Phase Leaders / Class teacher
<b>OCCUPATIONAL STANDARDS:</b>	GCSE grade C or above in English and maths or equivalent

### **JOB PURPOSE:**

A TA will work under the direction and supervision of a teacher to assist with teaching and learning and associated activities in accordance with school policies and procedures. This may include: assisting with planning, delivery and evaluation of learning activities; supporting in whole classes and working with individuals and small groups of pupils including before and after school as required.

### **MAIN DUTIES AND RESPONSIBILITIES:**

1. To assist with the planning, preparation, delivery and evaluation of whole class learning activities, including identifying how the pupils can best be supported.
2. To work under the supervision of a teacher to plan, deliver and evaluate learning activities for small groups or individual pupils, providing feedback on pupil engagement and their achievement of the desired learning objectives.
3. To help prepare, monitor and maintain a safe and secure learning environment in line with the teacher's lesson plans.
4. To promote the development of pupil's self-reliance, self-esteem and emotional resilience.
5. To promote, observe and report on pupil performance and development, using assessment strategies to improve learning.
6. To support the physical, intellectual, emotional and social development of pupils, facilitating children and young people's learning and development.
7. To promote the development of positive relationships and acceptable behaviour in accordance with school policy.

8. To develop positive relationships with colleagues, providing consistent and effective support and working constructively as a member of the school staff team.
9. To support pupils to improve their numeracy and literacy skills through focussed learning activities and more generally across the curriculum.
10. To prepare and utilise ICT resources to support pupils learning.
11. To prepare and support the use of learning materials, monitor and maintain curriculum resources, and create visual displays in order to ensure a relevant physical learning environment.
12. To provide care and encouragement to children and young people with disabilities or special educational needs, supporting them to participate in activities and liaising, if required, with parents / carers / other professionals as appropriate.
13. To provide support for bilingual / multilingual pupils if required.
14. To invigilate internal and external tests and examinations under formal conditions.
15. To assist with the maintenance of pupil record keeping systems, including recording agreed updates to individual records.
16. To communicate as appropriate with parents and carers about the care and education of their children, as directed by the school.
17. To encourage participation in structured and unstructured learning activities, including play (timetabled and during breaks if required).
18. To contribute to assessing and developing plans to meet the personal support needs of children and young people with additional requirements, and assist in the implementation and evaluation of the plans.
19. To escort and supervise pupils on educational visits and out of school activities, ensuring their health, safety and well-being.
20. To undertake playground and other supervisory duties as required
21. To undertake first aid duties. (First aid should only be provided by staff who hold appropriate first-aid qualifications. However, any member of staff may be required to provide general support to a child who is unwell or receiving first aid treatment)
22. To provide toilet support to pupils as and when necessary e.g. toileting/nappy changing. The post holder must at all times carry out his/her responsibilities with due regard to the Trust's policy, organisation and arrangements for Health and Safety at Work.
23. To support, as appropriate, in instances where pupils are unwell whilst at the school
24. To be responsible for keeping communal areas neat and tidy

### **SPECIAL FACTORS:**

**Subject to the duration of the need, the special conditions given below apply:**

- (a) The postholder will be required to attend, from time to time, training courses, conferences, seminars or other meetings as required by his/her own training needs and the needs of the school.
- (b) The postholder may be required, at times, to work across other schools in the Trust
- (c) Expenses will be paid in accordance with the Local Conditions of Service.
- (d) This post is eligible for a DBS check under the Rehabilitation of Offenders Act 1974 (Exceptions) Order 1975 (i.e. it involves certain activities in relation to children and/or adults) and defined as regulated activity under Part 1 of the Safeguarding Vulnerable Groups Act 2006 before the coming into force of section 64 of the Protection of Freedoms

Act 2012 on 10<sup>th</sup> September 2012. Therefore a **DBS enhanced check is an essential requirement.**

This job description sets out the duties and responsibilities of the post at the time when it was drawn up. Such duties and responsibilities may vary from time to time without changing the general character of the duties or the level of responsibility entailed. Such variations are a common occurrence and cannot themselves justify a reconsideration of the grading of the post.

**Safer Recruitment Statement:**

Scholars Academy Trust is committed to safeguarding and promoting the welfare of children and expects all staff and volunteers to share this commitment.

We have a number of policies and procedures in place that contribute to our safeguarding commitment, including our Child Protection Policy which can be viewed in the Policies section of our website.

## Personnel Specification

	<b>Essential</b>	<b>Desirable</b>
Qualifications / Experience	<p>NVQ 3 in Supporting Teaching and Learning, or equivalent</p> <p>GCSE Grade C or above in English and Maths or equivalent</p> <p>Recent and relevant experience of working with children in a formal setting</p>	<p>Experience of supporting teaching and learning in an educational setting</p> <p>Evidence of initiating own Professional Development</p>
Knowledge	Knowledge of child protection, SEN and health and safety procedures	
Skills/Attributes	<p>Ability and willingness to undertake professional development.</p> <p>Good interpersonal skills.</p> <p>Empathy with children and young people.</p> <p>Ability to work effectively as part of a team</p> <p>Ability to communicate effectively with parents and teachers in relation to progress and achievements</p>	
Personal Qualities	<p>Ability to be organised, flexible, adaptable and enthusiastic</p> <p>Evidence of relating well to others with professionalism and friendliness</p>	
Curriculum	Knowledge of basic skills required in literacy and numeracy to at least that expected of Year 6 pupils	Awareness of the national curriculum
Health and Safety	Evidence of attending to the health, welfare and safety of children	To hold a First Aid Certificate in the Workplace (if not be prepared to undergo training).
General Requirements	An understanding of, and commitment to, Equal Opportunities, and the ability to apply this to strategic work and day-to-day situations	
	Must be able to perform all duties and tasks with reasonable adjustment, where appropriate, in accordance with the provisions of the Equality Act 2010	