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| Job title: | Teaching Assistant |
| Salary Scale: | A3 SCP 11-14 £17,007 to £17,681 Actual salary £11,535 to £11,992 per annum |
| Hours: | 29 hours per week. Term time only, plus 5 days |
| Reporting to: | SENCO |

DUTIES

- 1.1 To supervise students' work as identified by the SENCO/Assistant SENCo and/or the Class Teacher.
- 1.2 To oversee specific educational programmes and activities devised by the SENCO/Assistant SENCo and/or Class Teacher.
- 1.3 To attend to general and specific welfare, social and medical needs relating to students' special needs including programmes to support social, emotional and mental health provision.
- 1.4 To prepare appropriate materials for use in the classroom under the direction of the SENCO/ Assistant SENCo and/or the Class Teacher.
- 1.5 To undertake a range of tasks in support of students' undertaking internal and external examinations.
- 1.6 To record aspects of student learning and achievement as required and in accordance with school policies and procedures.
- 1.7 To monitor, track and update learning plans, pupil passports and provision maps for key students.

GENERAL

- 2.1 Support the school in other aspects of operations including tasks related to
 - student welfare, discipline and learning
 - faculty and department general operations
 - professional standards within the setting
- 2.2 Supervise student eating/leisure at break times and lunch times (post holder's breaks and lunches to be taken flexibly).

| PERSONAL AND PROFESSIONAL CONDUCT |
|---|
| Demonstrates a high standard of personal and professional conduct and uphold public trust in the school by maintaining a high standard of ethics and behaviour both in and out of the work place. |
| Has professional regard for and actively promote the ethos, policies and practices of the academy/school and maintain high standards in own dress, attendance and punctuality. |
| VALUES |
| Makes the education and or welfare of pupils within the academy/school the main concerns. |
| Accepts accountability for achieving the highest possible standards in own work and conduct and able to be self-critical. |
| Acts with honesty and integrity at all times. |
| Is able to forge positive professional relationships with all stakeholders (pupils, colleagues, parents etc). |
| GENERAL |
| Safeguarding / Child Protection |
| Understands and follows the Academy's/School's Safeguarding / Child Protection procedures in order to protect the safety of all children and vulnerable adults. To report matters of concern in line with the academy/school procedure. |
| Confidentiality |
| To ensure confidentiality of the Academy's/School's activities is maintained in order to protect the integrity of the organisation and its stakeholders. |
| Self Development |
| To continually seek development opportunities in order to improve personal performance. To actively take part in the Academy's/School's performance review system. |
| Equipment and Materials |
| General responsibility for the care of all equipment and materials within the school. |
| Communication |
| Understands own responsibility to be up to date with internal academy/school communications. |
| Flexibility |
| To carry out such other duties as may reasonably be required from time to time to meet the evolving needs of the organisation. |

Note:

Whilst every effort has been made to explain the main duties and responsibilities of the post, each individual task undertaken may not be identified. This Job Description will be reviewed annually and may be subject to amendment or notification at any time after consultation with the post holder. It is not a comprehensive statement of procedures and tasks but sets out the main expectations of the Trust in relation to the post holder's responsibilities and duties.

I have read the Job Description and agree to all the terms and conditions set out therein. I also agree to comply with all Abbey Multi Academy Trust Policies, Child Protection and Health & Safety regulations. I understand that this Job Description is not an exhaustive list and I agree, when required, to undertake any reasonable request made by the CEO/Principal.

Name:

Signature:

Date:

| Teaching Assistant PERSON SPECIFICATION CRITERIA | | | | | | |
|---|---|-----------|---|--|-----------|--|
| Qualifications | | ESSENTIAL | | | DESIRABLE | |
| 1 | GCSE Maths and/or English grades A-C (or other qualifications that demonstrate good literacy & numeracy skills) | A | I | | | |
| 2 | Recognised support assistant qualification | | | | A | |
| 3 | Recognised ICT qualification | | | | A | |

| Professional knowledge, skills and abilities | | ESSENTIAL | | | DESIRABLE | |
|--|---|-----------|---|--|-----------|--|
| 1 | Good numeracy/literacy skills | A | I | | | |
| 2 | Use of basic technology – computer, DVD, photocopier | A | I | | | |
| 3 | Ability to relate well to children and adults | A | I | | | |
| 4 | Ability to work constructively as part of a team | A | I | | | |
| 5 | Participate in development and training opportunities | A | I | | | |

| Experience | | ESSENTIAL | | | DESIRABLE | |
|------------|---|-----------|---|--|-----------|---|
| 1 | Working with or caring for children of relevant age | A | I | | | |
| 2 | Understanding classroom roles and responsibilities and your own position within these | A | I | | | |
| 3 | Appropriate knowledge of first aid | | | | A | |
| 4 | To be aware of policies and procedures relating to child protection, health, safety confidentiality and data protection | | | | A | I |

| Professional Attributes, Qualities and Values | | ESSENTIAL | | | DESIRABLE | |
|---|---|-----------|---|--|-----------|--|
| 1 | Self-motivated with the ability to work under pressure and be proactive | A | I | | | |
| 2 | A Team player with enthusiasm and commitment | A | I | | | |

The criteria will be evidenced as indicated below:

'A' refers to the candidate's Application form and covering letter

'I' to interview

'R' to reference

Candidates should address at least all items marked 'A'

Referees are asked to comment on items marked 'R'

Where many candidates meet the essential criteria, the desirable criteria will be used to shortlist for interview.