



L.E.A.D. Academy Trust

Lead • Empower • Achieve • Drive

**Job Title:** Teaching Assistant 1

**Pay Scale:** NJC

**Location:** Edna G. Olds Academy

**Line Manager:** Executive Headteacher

**Job purpose:**

- To work with children as part of a team under the overall direction of the Headteacher who will be responsible for the policy and educational programme and for matters of control and discipline within the National Curriculum Framework.
- To assist the class teacher in maximising the participation of pupils in the social and academic processes of the school.
- Under the instruction/guidance of teaching/senior staff, to encourage pupils to become more independent learners and help to raise the standard of achievement for all pupils.
- All activities undertaken by colleagues at this level would be closely monitored by the class teacher or more senior colleagues and the content of learning activities would always be planned by the teacher/more senior staff.
- To be aware of your responsibility for promoting and safeguarding the welfare of young persons whom you have contact with during the course of your duties.

**Duties and Responsibilities:**

**Key Duties**

- Support pupils' learning activities including additional learning needs and development and maintain an awareness of the planning, delivery and evaluation of learning activities.
- Establish and maintain relationships with individual pupils and groups by using effective communication and understanding the value of treating all individuals fairly.
- Contribute to the management of pupil behaviour by encouraging positive behaviour in the classroom.

**Support for the Pupil**

- Help with the care and support of pupils by supporting children's communication and intellectual development and physical, emotional and social development. To contribute to the planning to meet children's development needs.
- Contribute to the health and well-being of pupils through the support of safeguarding for pupils by ensuring a safe environment, and following policies & procedures at all times.

- Assist with the personal and intimate care of pupils.
- To support children and young people with SEND, supporting them to actively participate in learning activities. To liaise with parent/carers/outside agencies as required.

### **Support for the Teacher**

- Help with classroom resources and records by maintaining confidentiality of information at all times and ensuring resources are in place for when they are required.
- Contribute to the management of pupil behaviour by encouraging positive behaviour in the classroom, referring to senior colleagues as appropriate.
- Escort and assist pupils on educational visits and out of school activities.

### **Support for the Curriculum**

- Support the school curriculum including literacy and numeracy activities by using strategies and techniques for promoting learning.
- Provide support for learning activities within the teaching and learning programme, monitoring the effectiveness of activities in promoting pupils' learning and modifying these where necessary.
- Support pupils to use ICT materials and resources effectively to advance their learning.

### **Support for the School**

- Maintain effective working relationships with colleagues and parents through effective communication and providing support for pupils, colleagues and parents as required.
- Willingness to keep up to date with professional practice by maintaining an up-to-date understanding of the requirements of the role and individual responsibilities.

### **Influencing and Managing Relationships:**

- Headteacher
- L.E.A.D. Central Support
- External agencies
- Parents and carers
- Governors
- Senior Leadership Team
- Senco
- Staff

As job descriptions cannot be exhaustive, the post-holder may be required to undertake other duties which are broadly in line with above key responsibilities.

The Trust is committed to safeguarding and promoting the welfare of children and young people and expects all staff and volunteers to share this commitment and individually take responsibility for doing so.

At L.E.A.D we have a strong vision and four core principles, to lead, empower, achieve and drive, which you will be expected to demonstrate in your working practices.

## Teaching Assistant 1 Person Specification

This job description lists the competencies expected of an experienced/fully trained post-holder. The two right hand columns provide guidance for the appointment of new staff. (E = Essential criteria, D + Desirable criteria)

		E	D
<b>Qualifications and Attainments</b>	<ul style="list-style-type: none"> <li>GCSE pass level or equivalent qualifications in maths/numeracy &amp; English/literacy or significant demonstrable experience in a similar role</li> <li>Supporting Teaching and Learning in Schools (Intermediate Apprenticeship Level 2) or equivalent</li> </ul>	E	D
<b>Skills and knowledge</b>	<ul style="list-style-type: none"> <li>Awareness of/willingness to train to get knowledge and understanding of the Teaching Assistant's role in supporting teaching and learning across the curriculum</li> <li>Ability to communicate effectively, both orally and in writing</li> <li>Ability to establish positive relationships with pupils, families and colleagues</li> <li>Ability to provide support for planning and delivery of learning activities</li> <li>Skills to support the effective use of ICT in the classroom</li> <li>Knowledge of appropriate behaviour management practices</li> <li>Knowledge of Health and Safety policies and procedures that contribute to the maintenance of pupil safety and security</li> <li>Knowledge of safeguarding procedures and protocols</li> <li>Ability to organise classroom resources and assist with the maintenance of pupil records</li> </ul>	E E E E E E E E	D D D D
<b>Experience</b>	<ul style="list-style-type: none"> <li>Ability to use resources and materials including ICT software and equipment</li> <li>Willingness to work with children and young people</li> <li>Experience of working with children or young people with SEND</li> </ul>	E E	D
<b>Personal Attributes</b>	<ul style="list-style-type: none"> <li>Have an openness to learning and change</li> <li>Have a positive attitude to personal development and training</li> <li>Be able to work in ways that promote equality of opportunity, participation, diversity and responsibility</li> </ul>	E E E	
<b>Additional Requirements</b>	<ul style="list-style-type: none"> <li>This role is subject to an enhanced DBS</li> <li>May be required to work out of school hours to support the Academy</li> </ul>	E E	

