

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.

**Job Description – Teaching Assistant**

**Title of Post:**

Teaching Assistant 11 hours per week temporary

**Location:**

Rattlesden C of E Primary Academy

**Purpose of the Job:**

Support class teacher in enabling children to flourish at school

**Accountable to:** Head teacher

**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 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).

This job description sets out the key duties and responsibilities and the duties listed are examples for this grade of post, however, similar duties may still be undertaken by the post holder and are not excluded because they are not listed. There may be circumstances where the post holder is required to work at other academy sites within the Trust.

**Key Responsibilities**

## Job DESCRIPTION

The teacher plans lessons and directs learning. Teaching Assistants provide support to the teacher and through this to pupils and to the teaching of the curriculum. Teaching Assistants work under the direction of the teacher, whether with the whole class, a small group, or an individual pupil.

Teaching Assistants will be expected to encourage pupils to participate in the social and academic life of the school, help enable them to become more independent learners and help to raise their standards of achievement.

All duties will be carried out within recognised procedures or guidelines and the teacher will be available for support and guidance.

## DUTIES AND RESONSIBILITIES

### Support for pupils

* Undertake a range of tasks to support learning e.g. supporting literacy and numeracy work, listening to reading etc.
* Work with pupils, either one-to-one or in small groups, some of whom may have Special Educational Needs
* As appropriate, look after sick/upset pupils and attend to physical needs
* Undertake first aid

### Support for the teacher

* Provide support for the teacher during lessons, e.g. through directed work in Literacy or Numeracy and other curriculum areas, or supervising small groups of pupils whilst the teacher is carrying out assessments;
* Assist teaching staff to ensure that the aims and objectives of the school are achieved;
* Raise the awareness of teaching staff to the strengths and difficulties of individual pupils;
* Assist teaching staff in the monitoring and evaluation of pupils' progress, providing them with feedback on observations undertaken;
* Assist in the assessment of individual pupils;
* Assist in the monitoring of Individual Education Plans (IEPs) for children who need learning support;
* Raise the awareness of teaching staff to any pressures on pupils which may result in behaviour problems;
* Provide support for teachers in developing effective approaches to managing behaviour;
* Assist in setting behaviour targets;
* Assist in reviewing EHCPs or statements of Special Educational Needs where appropriate;
* Undertake tasks to support the curriculum and assist with events organised as part of the curriculum;
* Support implementation of Government initiatives under the direction of the teacher.

The duties and responsibilities of any post may change from time to time, and post holders may be expected to carry out other work not explicitly mentioned above which is considered to be appropriate the exiting level of responsibility vested in the post.

# PERSON SPECIFICATION

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| **Criteria** | **Essential to basic performance of job** | **Required for fully competent performance of job** |
| **Knowledge:** |
| Technical or specialist | * Experience of working with pupils
 | * Broad awareness and understanding of medical conditions such as asthma, epilepsy etc
 |
|  | * Knowledge and use of a range of equipment
 | * Awareness of health and safety procedures
 |
|  | * Basic knowledge of first aid
 | * Experience of one to one support, where appropriate
 |
|  | * Recognised competence in literacy and/or numeracy
 | * NVQ2 or equivalent in related area
 |
| Literacy and numeracy | * Ability to read and understand instructions
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|  | * Ability to complete reports such as incident report form, behaviour diary, progress report etc
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| School environment |  | * Knowledge of school policies and procedures
 |
| **Mental Skills:** |
| Research | * Assist teacher with information gathering and resources as appropriate
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| Problem solving | * Ability to recognise and resolve or report problems
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| Thinking creatively / Developing new ideas | * When supervising/ working with small groups of pupils the post holder must be able to adapt support given to pupils depending on age and/or ability
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| **Criteria** | **Essential to basic performance of job** | **Required for fully competent performance of job** |
|  | * Assist teacher in creating a positive learning environment
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| **Interpersonal & Communications Skills:** |
| Caring skills | * Sensitivity to pupils' needs
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| Advising / guiding skills | * Advising and guiding pupils on the best way to handle situations, under the teacher's direction
 | * Providing information to other members of staff in relation to pupils’ behaviour, activities and general progress
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|  | * Encouraging pupils to participate in or complete tasks
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|  | * Ability to conciliate between pupils in playground or classroom disputes
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|  | * Providing basic advice to other teaching assistants
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| Verbal and written communications skills (including use of languages) | * Ability to communicate clearly and effectively
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| * Ability to encourage participation and give feedback to pupils
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|  | * Ability to maintain appropriate level of confidentiality
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|  | * Attending and contributing to review and other meetings, as appropriate
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|  | * Administering reading and spelling tests, under the direction of the teacher
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| **Criteria** | **Essential to basic performance of job** | **Required for fully competent performance of job** |
| **Physical skills:** |
| Keyboard skills / use of mouse |  | * Ability to use keyboard and mouse required if supporting pupils using IT equipment
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| Other manual skills | * Use of guillotine, craft knives, glue guns etc when displaying work or assisting pupils in practical lessons
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| * Help pupils to use tools and equipment as required to support learning
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| **Other attributes:** |
| Level of autonomy | * Work is covered by set policies and procedures
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|  | * Able to work with small groups of pupils when carrying out specific tasks or on field trips etc
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|  | * Able to supervise larger numbers of pupils during break/lunchtime
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|  | * Able to make decisions about when to refer queries/problems to another member of staff
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