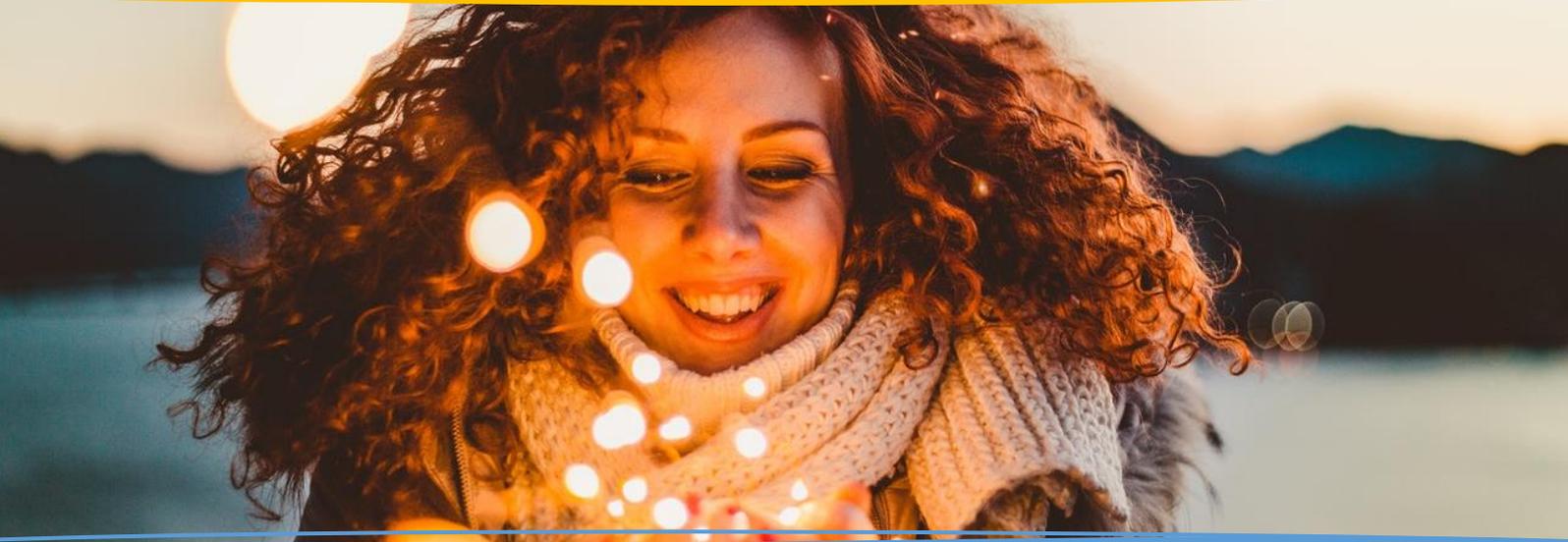




TEACHING ASSISTANT

Job Description & Person Specification

www.celtrust.org



Job Description

Purpose of the Post: To take a pro-active role as a key member of a multi-disciplinary team in the support of pupils, teachers, the curriculum and the school. To support the professional work of teachers in delivering programmes of work and taking responsibility for agreed learning activities under an agreed system of supervision.

Reporting to: Class Teacher/SLT

Key Contacts: SLT, Class Teachers, HLTAs, support staff, students, parents,

Supervisory Responsibility: None

Location: Based at St Mewan Primary School but may be a requirement to travel to undertake work at or for academies within Cornwall Education Learning Trust

Salary: Grade D

Hours: A flexible approach to working hours is required.

Principal Responsibilities:

Support for teachers

- ❖ To deliver learning activities to pupils as agreed with the teacher, adjusting activities in accordance with pupils' needs when covering absence.
- ❖ To advance pupils' learning in a range of classroom settings, including working with individuals, small groups and whole classes within the agreed system of supervision.
- ❖ To monitor and evaluate pupils' progress and understanding of learning activities on an ongoing basis, ensuring that pupils' responses and attainments during the course of learning activities are systematically recorded in accordance with the agreed monitoring processes.
- ❖ To provide detailed feedback to teachers with regard to pupils' progress and responses to learning activities and to produce reports on pupils' progress and achievements as required.

- ❖ To assist teachers in making smooth transitions between educational phases for pupils.
- ❖ To support the teacher in the assessment of pupils' progress through feedback of observations of pupils. As well as knowing how to implement informal speech and language screening to inform planning and possible referrals.

Support for the Curriculum

- ❖ To deliver learning strategies and assist individuals and groups of pupils in developing knowledge, skills and attitudes as defined by the curriculum. To take into account the learning support involved to aid the pupils to learn as effectively as possible.
- ❖ To remain aware and up-to-date with the school curriculum, the age-related expectations of pupils, the recognised teaching methods and the assessment frameworks for the subjects and age ranges in which they are involved.
- ❖ To assist in preparing, using and maintaining relevant teaching resources, including wall displays and cleaning up classrooms after activities. To ensure that basic classroom materials are available for use.

Support for pupils

- ❖ To encourage pupils to interact and work co-operatively with others and to engage all pupils in learning activities.
- ❖ To assess, monitor and record pupils' progress, health, behaviour and general wellbeing. To feedback any information (including concerns) regarding the wellbeing and educational needs of pupils to the teacher or head teacher as appropriate.
- ❖ To contribute to the development of multi-agency approaches to supporting pupils.
- ❖ To liaise with parents and carers on pupils' progress, difficulties, achievements and other relevant matters, ensuring sensitivity and respect with regard to such communications.
- ❖ To build and maintain supportive relationships with pupils, treating all individuals consistently and with respect and consideration. To encourage acceptance and inclusion of all pupils.
- ❖ To promote pupils' independence and employ strategies which recognise and reward pupils' self-reliance.

- ❖ To encourage social integration and individual development of pupils. To develop methods of promoting and reinforcing pupils' self-esteem.
- ❖ To provide feedback to pupils in relation to all forms of progress and achievement.
- ❖ To demonstrate and promote positive values, attitudes and high standards of behaviour. To anticipate and manage behaviour constructively, promoting pupils' self-control and independence.
- ❖ To supervise and manage pupils' behaviour in accordance with the recognised behavioural standards and the school's established Behaviour Policy to ensure an orderly and constructive environment for the class.
- ❖ To administer minor first aid (as trained), assist in the dispensing of medically prescribed controlled drugs (as per the approved procedure) and to assist with the personal hygiene and physical needs of children with regard to health and safety as required.

Support for the School

- ❖ To assist with lunch and break time supervision of pupils on a rota basis in accordance with the school's procedures for playground supervision.
- ❖ To accompany pupils on educational visits and outings. To deliver planned learning activities during the course of outings in accordance with the established guidelines.
- ❖ To be aware of confidential issues linked to home/pupil/teacher/school work and to ensure the confidentiality of such sensitive information.
- ❖ To network and establish constructive relationships with other relevant agencies and professionals with regard to the development of effective working practices, policies and strategies to support pupils' progress and achievement.
- ❖ To carry out administrative tasks associated with all of the above duties.
- ❖ To remain aware and work within all relevant school working practices, policies and procedures. To contribute to the development of policies and procedures including child protection, Health and Safety, security, confidentiality and other key procedures.
- ❖ To attend staff meetings and school-based INSET as required. To meet with the SENCO and/or other appropriate staff.

- ❖ The post holder is responsible for his/her own self-development on a continuous basis.
- ❖ To contribute to the overall ethos and aims of the school.
- ❖ To be aware of and work in accordance with the school's child protection policies and procedures, and to raise any concerns relating to such procedures which may be noted during the course of duty.
- ❖ To be aware of and adhere to applicable rules, regulations, legislation and procedures including the Schools Equal Opportunities Policy and Code of Conduct, national legislation (including Health and Safety, Data Protection).

General Responsibilities applicable to all staff:

- ❖ To demonstrate and promote the values of Cornwall Education Learning Trust at all times.
- ❖ To work effectively with other members of staff to meet the needs of all pupils.
- ❖ To work with professionalism in line with the Trust's Code of Conduct.
- ❖ To attend staff meetings and Trust-based INSET as required.
- ❖ To be responsible for his/her own self-development on a continuous basis, undertaking any training/professional development as appropriate.
- ❖ To be aware of and adhere to all applicable Trust policies and procedures.
- ❖ To maintain at all times the utmost confidentiality with regard to all reports, records, personal data relating to staff and pupils and other information of a sensitive or confidential nature acquired in the course of undertaking duties for the Trust, with due regard to General Data Protection Regulations.

Note:

- ❖ This Job Description is illustrative of the general nature and level of responsibility of the work to be undertaken commensurate with the grade. It is not a comprehensive list of all the responsibilities, duties and tasks relating to the post.
- ❖ The postholder may be required to undertake such work as may be determined by the Headteacher/line manager from time to time, up to or at a level consistent with the main responsibilities of the job.
- ❖ This Job Description may be amended at any time in consultation with the postholder.

SPECIAL CONDITIONS OF EMPLOYMENT

Cornwall Education Learning Trust is committed to safeguarding and promoting the welfare of children and young people and expects all staff to share this commitment. The postholder is required to follow all of the Trust's policies and procedures in relation to safeguarding at all times, and to adhere to the statutory guidance 'Keeping Children Safe in Education'. The postholder must take appropriate action in the event that they have concerns, or are made aware of the concerns of others, regarding the safety or wellbeing of children or young people.

All offers of employment are conditional and subject to satisfactory pre-employment checks including receipt of original qualification documents, references, medical screening, proof of eligibility to work in the UK, Childcare Disqualification check and a Disclosure and Barring Service (DBS) check.

Person Specification

| Selection Criteria | Essential | Desirable | How Assessed |
|------------------------|--|--|------------------------------|
| Education and Training | <ul style="list-style-type: none"> • Attainment of GCSE's grade C/NVQ level 2 or above in English and Maths (or able to demonstrate equivalent levels of numeracy and literacy) | <ul style="list-style-type: none"> • Working towards/ attainment of a recognised teaching qualification | Application Form / Interview |
| Skills and Experience | <ul style="list-style-type: none"> • Relevant experience of working with pupils within a learning environment • Good listening and communication skills. • Knowledge of the primary curriculum • ICT skills – able to support learning through ICT. • Working knowledge of implementing relevant learning programmes such as (but not limited to) Nessy, FreshStart, FFT. • Practical skills relating to planning and utilising individual learning programmes. • Ability to deliver daily interventions to small groups of SEN pupils without supervision. | <ul style="list-style-type: none"> • Relevant experience to include providing specialist support within certain areas of the curriculum, or with specialist pupil groups • Knowledge of Makaton/PECS/ASD • Experience of working with children with special educational needs (SEN). • | Application Form / Interview |
| Additional Factors | <ul style="list-style-type: none"> • Self-motivated, and able to work in a team. | | |

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| | <ul style="list-style-type: none"> • An ability to relate well to children and adults. • Ability to work to deadlines and methodical approach to work. • Good time management • Ability to plan for others • Ability to work closely with external agencies, parents and staff • Ability to differentiate activities • Displays and awareness, understanding and commitment to the protection and safeguarding of children and young people. | | |
| Specialist Knowledge | <ul style="list-style-type: none"> • Demonstrates an awareness, understanding and commitment to the protection and safeguarding of children and young people • Demonstrates an awareness, understanding and commitment to equality and inclusion • Experience in working in UKS2 and an understanding of the teaching methods/curriculum demands of this phase. | <ul style="list-style-type: none"> • Experience of working in Year 6 and supporting in the delivery of SATs. | |
| Values Related Qualities | <ul style="list-style-type: none"> • Collaborate – ability to work effectively as a team • Empower – ability to take initiative and problem solve in order to improve performance | | Application Form / Interview |

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| | <ul style="list-style-type: none">• Leadership – To lead by example and achieve shared goals• Transformation – ability to recognise a need for change and adapt accordingly | | |
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CORNWALL EDUCATION LEARNING TRUST

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