



BRANNEL SCHOOL  
TEACHING ASSISTANT  
Job Description & Person Specification

[www.celtrust.org](http://www.celtrust.org)



# Job Description

Purpose of the Post:	To take a pro-active role in the support of the educational, social and physical needs of students; to support the curriculum and the School through the provision of a high level of assistance in the practical organisation of class activities, undertaking group work and ensuring the welfare and development of students.
Reporting to:	SENDCo, Headteacher
Responsible for:	N/A
Key Contacts:	Other Teaching Staff, Support Staff, Pupils, Parents & Carers
Location:	Based at Brannel School but there may be a requirement to travel to undertake work at or for other academies/sites within Cornwall Education Learning Trust.
Salary Grade:	Grade D
Hours:	31.25 hours per week term time only plus 3 INSET days (38.6 working weeks / 44.194 paid weeks)

## **Main Purpose of the role:**

To take a pro-active role in the support of the educational, social and physical needs of students; to support the curriculum and the School through the provision of a high level of assistance in the practical organisation of class activities, undertaking group work and ensuring the welfare and development of students.

## **Principal Responsibilities:**

- ❖ To assist individuals and groups of children in developing knowledge, skills and attitudes as defined by the Curriculum. To take into account the learning support involved to aid the children to learn as effectively as possible.
- ❖ To establish supportive relationships with the student/s concerned and to encourage acceptance and inclusion of all students.
- ❖ To encourage social integration and individual development of students. To develop methods of promoting and reinforcing students' self-esteem.

- ❖ 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.
- ❖ To be responsible for monitoring the use of and maintaining an up-to-date inventory of all classroom materials and equipment. To monitor stock levels of materials, check for missing and/or damaged equipment, and arrange for new supplies to be ordered as required (subject to approval) so as to ensure all necessary teaching aids are readily available at all times.
- ❖ To assist with lunch and break time supervision of children on a rota basis.
- ❖ To accompany children on educational visits and outings as supervised by the Teacher.
- ❖ To assess, monitor and record children's progress in relation to IEP's, and to feedback to the SENDCO/Teacher with regard to children's progress and the success of IEP's, including making recommendations for alterations to improve the effectiveness of IEP's.
- ❖ To assess, monitor and record children's progress, health, behaviour and general wellbeing. To feedback any information (including concerns) regarding the well-being and educational needs of children to the Teacher or Headteacher as appropriate.
- ❖ To meet with teachers, SENDCOs, appropriate key stage co-ordinators and Governors on a regular basis to discuss improvements to the teaching practices, delivery of the curriculum and progress and concerns regarding individual students.
- ❖ To be aware of confidential issues linked to home/student/Teacher/school work and to ensure the confidentiality of such sensitive information.
- ❖ To supervise an individual or small group of children within a class under the overall control of the Teacher.
- ❖ To carry out administrative tasks associated with all of the above duties as directed by the Teacher.

### **Other General Responsibilities**

- ❖ To attend staff meetings and Trust-based INSET as required.
- ❖ The post holder is responsible for his/her own self-development on a continuous basis, undertaking any training/professional development as appropriate.
- ❖ To be aware of and work in accordance with the Trust's child protection policies and procedures, in order to safeguard and promote the welfare of children and young people, and to raise any concerns relating to such procedures that may be noted during the course of duty.
- ❖ To remain aware of and work in accordance with all relevant Trust working practices, policies and procedures.

- ❖ To be aware of and adhere to applicable rules, regulations, legislation and procedures including the Trust's Equal Opportunities Policy and Code of Conduct, Disciplinary and Grievance Policies and national legislation (including Health and Safety and Data Protection).
- ❖ To maintain at all times the utmost confidentiality with regard to all reports, records, personal data relating to staff and students/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.
- ❖ 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.

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"> <li>• Qualified to NVQ level 2 or above (or equivalent qualification), or able to demonstrate equivalent knowledge or experience.</li> <li>• Good levels of literacy and numeracy.</li> </ul>	<ul style="list-style-type: none"> <li>• Completion of the DfES Induction for Teaching Assistants.</li> <li>• CLANSA or Cornwall Certificate in SEN.</li> </ul>	Application Form / Interview
Skills and Experience	<ul style="list-style-type: none"> <li>• Good standard of practical knowledge, skills and experience of working with children.</li> </ul>	<ul style="list-style-type: none"> <li>• Good standard of practical knowledge, skills and experience of working with children within a classroom environment or similar at different key stages or within different departments.</li> </ul>	Application Form / Interview
Specialist Knowledge	<ul style="list-style-type: none"> <li>• Knowledge of a particular area of the curriculum or children's needs (ie: early years, EBD, ALS, literacy or numeracy).</li> <li>• Organisational skills.</li> <li>• Good communication skills.</li> </ul>	<ul style="list-style-type: none"> <li>• Knowledge of a range of issues relevant to education and child development.</li> <li>• Basic ICT skills.</li> </ul>	Interview.
Additional Factors	<ul style="list-style-type: none"> <li>• Able to prioritise between different demands.</li> <li>• Able to work to deadlines.</li> <li>• Self-motivated, and able to work in a team.</li> <li>• An interest in children and education.</li> <li>• Patient and friendly approach.</li> <li>• Displays an awareness, understanding and commitment to the protection and safeguarding of children and young people.</li> </ul>		Interview.
Values Related Qualities	<ul style="list-style-type: none"> <li>• <b>Collaborate</b> – ability to work effectively as a team</li> <li>• <b>Empower</b> – ability to take initiative and problem solve in order to improve performance</li> <li>• <b>Leadership</b> – To lead by example and achieve shared goals</li> <li>• <b>Transformation</b> – ability to recognise a need for change and adapt accordingly</li> </ul>		Application Form / Interview



## CORNWALL EDUCATION LEARNING TRUST

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