JOB DESCRIPTION

Job Title: Teaching Assistant
Responsible to: Head of School and Hub Council

Main Purpose of job:
To take a pro-active role in the support of the educational, social and physical needs of pupils; 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 pupils.

Duties and 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 pupil/s concerned and to encourage acceptance and inclusion of all pupils.

• To encourage social integration and individual development of pupils. To develop methods of promoting and reinforcing pupils’ 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 in accordance with the School’s Policy for Playground Supervision.

• To accompany children on educational visits and outings as supervised by the Teacher.

• 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 Head of School as appropriate.

• To be aware of confidential issues linked to home/pupil/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 administer minor first aid (as trained), assist in the dispensation of medically prescribed controlled drugs (as per the approved procedure) and to assist with children who are sick as needed.

• To carry out administrative tasks associated with all of the above duties as directed by the Teacher.

General:

• To ensure that pupil needs are prioritised and to have a clear sight of how this role impacts on the pupils of the academy and the Trust at all times.
• To act as a Trust team member and provide support and cover for other staff where needs arise inclusive of occasional work at other sites within a reasonable travel distance.
• To be aware of and adhere to all Trust policies and procedures.
• To be responsible for your own continuing self-development and attend meetings as appropriate.
• To contribute towards the ethos of the Aspire Academy Trust and become a proactive member of staff.
• To network, communicate, support and work with other Aspire staff within the Trust and to attend meetings and training when required.
• To be aware of and adhere to all applicable rules, regulations, legislation and procedures including all Aspire policies, Safeguarding & Child protection policies and procedures, Equal Opportunities Policy and Code of Conduct, Health and Safety, Data Protection.
• To undertake other duties appropriate to the post as required.
**PERSON SPECIFICATION**

**Job Title:** Teaching Assistant

<table>
<thead>
<tr>
<th>ATTRIBUTES</th>
<th>ESSENTIAL</th>
<th>DESIRABLE</th>
<th>HOW IDENTIFIED</th>
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<tbody>
<tr>
<td><strong>Relevant Experience</strong></td>
<td>Experience of working with Primary aged and EYFS children.</td>
<td>Experience of working with children with additional needs.</td>
<td>Application form/ interview</td>
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<td><strong>Education &amp; Training</strong></td>
<td>Attainment of GCSE’s grade A - C/Level 5-9 (or equivalent) to include Maths and English. Attainment of NVQ level 2 or equivalent qualification in relevant subject or able to demonstrate equivalent knowledge or experience</td>
<td>Attainment of NVQ level 3 or equivalent qualification in relevant subject or able to demonstrate equivalent knowledge or experience</td>
<td>Application form</td>
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<td><strong>Special Knowledge &amp; Skills</strong></td>
<td>Demonstrates organisational, communication and inter personal skills.</td>
<td>Knowledge of issues relevant to education and child development.</td>
<td>Application form/ interview</td>
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<td><strong>Any Additional Factors</strong></td>
<td>Ability to self-motivate along with a pro-active approach Ability to work on own initiative, but also part of a team Patient, tolerant and friendly approach Discreet, reliable and honest Tactful and diplomatic Demonstrates an awareness, understanding and commitment to the protection and safeguarding of children and young people Demonstrates an awareness, understanding and commitment to equal opportunities</td>
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<td>Application form/ Interview</td>
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Special Conditions related to the post

On occasion you may be asked to work outside of your standard hours as required, for example on school trips.

*The successful candidate will be subject to a satisfactory probationary period.*

*Aspire Academy Trust is committed to safeguarding, promoting the welfare of children and to ensuring a culture of valuing diversity and ensuring equality of opportunities.*

Successful applicants must be suitable to work with children and will need to undertake the following before commencing employment:

- Enhanced Disclosure & Barring Service (DBS) Certificate with barred list information
- Receipt of two satisfactory employer references one of which must be from your current or most recent employer
- Satisfactory verification of relevant qualifications
- Satisfactory health check

All new employees will be required to undertake mandatory training required by the Trust.

*This job description and person specification was correct at the time of writing but may be subject to change and development according to the prevailing needs of the Aspire Academy Trust*

Prepared by: Aspire Academy Trust

Date: June 2017