



## **WESTCOUNTRY SCHOOLS TRUST JOB DESCRIPTION**

<b>Job Title:</b>	Teaching Assistant
<b>Location:</b>	Across the Trust (based at Yealmpton Primary School currently)
<b>Grade/salary:</b>	Devon Grade NJC C (SCP 5-7)
<b>Hours:</b>	27.5 hours a week, 38 weeks per year
<b>Reports to:</b>	The Headteacher
<b>Key relationships:</b>	Teachers, other support staff, pupils and parents

### **Job Purpose**

To work under the instruction guidance of teaching/senior staff to undertake work/care/support programmes, to enable access to learning for pupils and to assist the teacher in the management of pupils and the classroom. Work may be carried out in the classroom or may regularly take place outside the main teaching area.

### **Duties and Responsibilities**

- To work under instruction/guidance to enable access to learning by:
- Attending to the welfare and personal care of pupils including those with special educational needs
- Delivering pre-determined learning/care/support programmes
- Implementing literacy/numeracy programmes
- Assisting with the planning cycle
- Undertaking general clerical/administrative support for the teacher/department

#### **Support the teacher by:**

- Creating and maintaining a purposeful, orderly and supportive environment, in accordance with lesson plans
- Assisting with the display of pupils work
- Using strategies, in liaison with the teacher, to support pupils to achieve learning goals
- Assisting with the planning of learning activities on a regular basis
- Monitoring pupils responses to learning activities and accurately recording achievement/progress as directed
- Providing detailed and regular feedback to teachers on pupils' achievement, progress, problems etc.
- Promoting good pupil behaviour, dealing promptly with conflict and incidents in line with established policy and encouraging pupils to take responsibility for their own behaviour
- Establishing constructive relationships with parents/carers and where appropriate participating in feedback sessions with parents alongside the teacher
- Administering routine tests, invigilating exams and undertaking routine marking of pupils work
- Providing clerical/administrative support e.g. photocopying, typing, filing, money, administration of course work etc.

**Supporting pupils by:**

- Supervising and providing particular support for pupils, including those with special needs, ensuring their safety and access to learning activities
- Assisting with the development and implementation of Individual Education/Behaviour Plans and Personal Care Programmes
- Establishing constructive relationships with pupils and interacting with them according to individual needs
- Promoting the inclusion and acceptance of all pupils
- Encouraging pupils to interact with others and to engage in activities led by the teacher
- Setting challenging and demanding expectations and promoting self-esteem and independence
- Providing feedback to pupils in relation to progress and achievement under the guidance of the teacher

**Support the curriculum by:**

- Undertaking structured and agreed learning activities/teaching programmes and adjusting activities according to pupil responses
  - Undertaking programmes linked to local and national learning strategies e.g. literacy, numeracy, KS3, early years, recording achievement and progress and feeding back to the teacher
  - Supporting the use of ICT in learning activities and developing pupils competence and independence in its use
  - Preparing, maintaining and using equipment/resources required to meet the lesson plans/relevant learning activity and assisting pupils in their use

**General**

- To act in accordance with, and actively promote, all Trust policies, including Safeguarding, Health and Safety and Equality & Diversity.
- To participate in Continuing Professional Development (CPD relevant to the role and to engage in Performance Development Reviews (PDRs).
- Preparing and contributing to Trust wide development by sharing best practice and delivering/receiving professional feedback.
- To retain confidentiality and maintain data and/or files in accordance with Trust policies for data governance, as appropriate for the role.

This job description provides a general reflection of the main duties and responsibilities of the post at the date of production. You may be expected to take on other reasonable activities deemed to be within the character of the post to assist in efficient service delivery. The duties may change over time as requirements and circumstances evolve without changing the general character of the post or level of responsibility.



## PERSON SPECIFICATION

E = Essential, D = Desirable

Method of Assessment The table indicates the possible method/s by which the skills/knowledge/level of competence in each area will be assessed.	Essential or Desirable	Application Form	Interview (or other selection activity)
<b>QUALIFICATIONS:</b>			
Good numeracy/literacy skills	E	x	
NVQ 2 for Teaching Assistants or equivalent qualifications/experience	E	x	
Requirement to participate in training/development as/when identified by line manager as essential for performance of the post	E		x
Willingness to participate in other development and training opportunities	E		x
Engagement with on-going CPD facilitated by the school and the Trust	E		x
Training in the relevant learning strategies e.g. literacy	D	x	
<b>EXPERIENCE:</b>			
Working with or caring for children of relevant age	E	x	x
<b>KNOWLEDGE, SKILLS AND ABILITIES:</b>			
Basic understanding of child development and learning	E		x
Understanding of relevant policies/codes of practice and awareness of relevant legislation	E		x
General understanding of national/foundation stage curriculum and other basic learning programmes	E		x
<b>VALUES-BASED BEHAVIOURS:</b>			
<b>Compassion:</b>			
Recognising need in others and acting with positive intention to promote well-being and improve outcomes	x		x
<b>Aspiration:</b>			
Works to high expectations, modelling the delivery of high-quality outcomes	x		x
Showing passion, persistence and resilience in seeking creative solutions to strive for continuous improvement and excellence	x		x
<b>Integrity:</b>			
Acting always in the interests of children and young people,	x		x



Acting with a consistent and uncompromising adherence to strong moral and ethical principles	X		X
Communicating with transparency and respect, creating a working environment based on trust and honesty	X		X
<b>Collaboration:</b>			
Creating a shared vision and working effectively across boundaries in an equitable and inclusive way to skilfully influence and engage others	X		X