

JOB PROFILE

POST TITLE: TEACHING ASSISTANT

RESPONSIBLE TO: SENDCo

PURPOSE: Under the supervision of teachers/senior staff undertake a range of varied tasks to support teaching, learning and care by working with individuals or small groups of pupils.

HOURS: 32.5hrs / Term Time only

GRADE: PCD5, Grade 5 SCP 6 - £25,989 pro rata : £13.47/hr

Main Responsibilities and Accountabilities:

- Act as named Key Worker for individual pupils.
- Implement planned learning activities/teaching programmes as agreed with the teacher, adjusting activities according to pupil's responses.
- Support a teacher in monitoring, assessing and recording pupil progress and behaviour in order to contribute to the planning and evaluation and learning activities.
- Provide feedback to pupils in relation to attainment and progress under the guidance of the teacher.
- Support pupils' social, emotional and physical wellbeing, reporting concerns to the appropriate person.
- Be aware of and comply with all school policies and procedures including code of conduct, child protection, health and safety, security, confidentiality and data protection, reporting all concerns to a nominated person.
- Encourage independent learning and promote inclusion of all pupils in and outside of the classroom and escorting and supervising pupils on educational visits and out of school activities.
- Select, prepare and clear away classroom materials and learning areas ensuring they are available for use, including developing and presenting displays. This may include out of school activities and after school events.
- Share information about pupils with other staff, parents/carers, internal and external agencies, as appropriate.
- Within the context of school behaviour plans and policies, use initiatives to deal with issues that arise and encourage pupils to take responsibility for their own behaviour.
- There is an expectation that you may need to do break/lunch time duties and/or After School Clubs.

Staff Management Responsibilities:

- Some supporting/guiding of less experienced staff if required.

General

- To contribute to and uphold the overall vision and ethos of South Cumbria Multi Academy Trust.
- To attend meetings within the School/Trust, and external events as required.
- To be aware of, comply with and to promote equal opportunities and all School/Trust policies at all times.
- To participate in training and other learning activities and performance development as required.
- To maintain confidentiality at all times in respect of School/Trust-related matters and to prevent disclosure of confidential and sensitive information.
- To comply with all of the School's/Trust's safeguarding requirements.

This list is not exhaustive and may be amended. The role may include other reasonable tasks or responsibilities as directed by the Head Teacher.

PERSON SPECIFICATION
POST: TEACHING ASSISTANT : CHETWYNDE SCHOOL

QUALIFICATIONS AND TRAINING	ESSENTIAL (E) DESIRABLE (D)	HOW IDENTIFIED
QCF recognised relevant Level 2	E	A
A relevant QCF level 3, or working towards level 3	D	A
Evidence of continued professional development	E	A
KNOWLEDGE AND EXPERIENCE	ESSENTIAL (E) DESIRABLE (D)	HOW IDENTIFIED
Awareness of practices and procedures within education relating to the welfare, safety and education of children.	E	A/R/S
General understanding of national/foundation stage curriculum and other basic learning programme and strategies.	E	A/R/S
Basic understanding of child development and learning.	E	A/R/S
Knowledge of other services to young people.	D	A/R/S
Working with or caring for children and young people.	E	A/R/S
Working with or caring for children of relevant age.	D	A/S
Working in a classroom setting.	D	A/S
SKILLS AND ABILITIES	ESSENTIAL (E) DESIRABLE (D)	HOW IDENTIFIED
Ability to self-evaluate learning needs and actively seek learning opportunities.	E	A/R/S
Ability to relate well to children and adults.	E	A/S
Able to work constructively as part of a team, understanding classroom roles and responsibilities and own position within these.	E E	S A/R/S
Effective use of ICT to support learning.	D	A/R/S
Effective time management skills	E	A/R/S
Excellent oral and written communication	E	A/R/S

Proven ability to work in a fast-paced environment and deliver to specific deadlines	E	A/R/S
Ability to maintain confidentiality	E	A/S
CHARACTERISTICS	ESSENTIAL (E) DESIRABLE (D)	HOW IDENTIFIED
Professional but friendly and approachable manner	E	S
Flexible and have the ability to respond to changing or unforeseen circumstances.	E	S
Diligent, conscientious and proactive	E	R/S
Resilient and committed	E	R/S
Must be hands on and prepared to get involved in all areas	E	S
A self-motivated team player, with a can do attitude and a sense of humour.	E	S

A: Application

R: Reference

S: Selection Process