**[http://www.westnorfolkacademiestrust.co.uk/images/WNAT%20logo2.jpg](http://www.google.co.uk/url?sa=i&rct=j&q=&esrc=s&source=images&cd=&cad=rja&uact=8&ved=0CAcQjRxqFQoTCIvzgNHJ-8gCFQFTGgod_fMEPg&url=http://www.westnorfolkacademiestrust.co.uk/schoolpolicies.html&psig=AFQjCNGv0XeLZlIaf3ZMRvHfV5vI2kZasQ&ust=1446891639482155)**

**JOB DESCRIPTION**

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| **School:** | Walpole Cross Keys Primary School |
| **Job Title:** | Teaching Assistant (1-1 and SEN Group Support) |
| **Grade:** | Scale C, Points 3 – 4 , £9.36 -£9.55/hour (£18,065 - £18,426 per annum FTE, based on a 37 hour week) Please note salary will be pro rata |
| **Hours/weeks:** | 27 Hours per week, 39 weeks per year (term time +1) This is a temporary vacancy until August 2020 |
| **Responsible to:** | The Executive Head Teacher,  Members of the senior leadership team (SLT),  Classroom Teacher  The governing body. |
| **Working With:** | The Executive Head Teacher,  Members of the senior leadership team (SLT),  Classroom Teacher  The governing body. |

**Purpose of the Job**

* Under the direction/instruction of teaching/senior staff, work with and provide intensive support for individuals or groups. To supervise physical and general care of pupils, including those with SEN. Support access to learning for pupils and provide support to the teacher in the management of pupils and the classroom.

# Organisational Relationships

# Responsible to the Head Teacher but works to and with a teacher on a day-to-day basis.

# Liaise with teachers and other support staff and appreciate/support the role of other professionals. As directed, liaise with parents and volunteers.

# To be aware of the need for confidentiality and to maintain professional standards in this area.

**Responsibilities**

**Support for Pupils**

* To attend to the personal and social needs of pupils and any other special requirements depending on the nature of a pupil’s special needs, and wherever possible, making these part of the learning experience.
* Supervise and support pupils ensuring their safety and access to learning.
* Establish good relationships with pupils, acting as a role model and being aware of and responding appropriately to individual needs, promote the inclusion and acceptance of all pupils and encourage pupils to interact with others and engage in activities led by the teacher.

**Support for the Teacher**

* Prepare classroom as directed for lessons and clear afterwards and assist with the display of pupils’ work.
* Be aware of pupil problems, progress and achievements, report to the teacher as agreed and undertake pupil record-keeping as requested.
* Support the teacher in managing pupil behaviour, reporting difficulties as appropriate.
* Provide clerical and administrative support by photocopying, typing, filing and collecting money.

**Support for the Curriculum**

* Support pupils to understand instructions and in undertaking literacy and numeracy tasks as directed by the teacher.
* Prepare and maintain equipment/resources as directed by the teacher and assist pupils in their use, including the use of basic ICT as directed.

**Support for the School**

* Be aware of, and comply with, policies and procedures relating to child protection, health and safety and security, confidentiality and data protection, reporting all concerns to an appropriate person.
* Be aware of, and support, difference and ensure all pupils have equal access to opportunities to learn and develop.
* Be aware of the need for confidentiality and to maintain professional standards in this area.
* Attend relevant meetings as required and participate in training and other learning activities and performance development as required.
* Assist with supervision of pupils out of lesson time, including before and after school. Accompany teaching staff and pupils in visits and out of school activities as required.
* Undertake other similar duties and activities that fall within the grade and scope of the post, as directed by the Headteacher.

## **Fulfil wider professional responsibilities**

* Work collaboratively with others to develop effective professional relationships.
* Communicate effectively with parents/carers with regard to pupils’ achievements and well-being using school systems/processes as appropriate.
* Communicate and co-operate with relevant external bodies.
* Make a positive contribution to the wider life and ethos of the school.

**Other**

* To have professional regard for the ethos, policies and practices of the school and maintain high standards in your own attendance and punctuality.
* To have an understanding of, and always act within, the statutory frameworks which set out their professional duties and responsibilities.

**Job context and flexibility**

The duties and responsibilities listed in this job description provide a summary of the main aspects of the role. This is not an exhaustive list and the post holder may be required to carry out other tasks, as deemed appropriate to the grade and nature of the post.

This job description is current at the date indicated below but, in consultation with the post holder, it may be changed by the Headteacher to reflect or anticipate changes in the post commensurate with the grade or job title.

Due to the routine of the school, the workload may not be evenly spread throughout the year. Flexibility of hours, and a flexible attitude and willingness to assist others in the team, when required is necessary.

The post holder will have a shared responsibility for the safeguarding of all children and young people. The post holder has an implicit duty to promote the welfare of all children and young people.

The Trust is committed to safeguarding and promoting the welfare of children and young people and expects all staff and volunteers to share in this commitment. All staff will be subject to an enhanced DBS (Disclosure and Barring Service) check.

**PERSON SPECIFICATION**

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| --- | --- | --- |
| **Criteria** | **Essential** | **Desirable** |
| **Qualifications** | * Good Numeracy/Literacy skills | * Additional qualifications relevant to the role i.e. childhood development, special education, health and social care, NVQs (Level 2 or above). |
| **Experience** | * Working with, or caring for, children of a similar age * An understanding of how children learn and how they can be best supported. * Working closely with others as part of a team. | * Experience of managing behaviour effectively. * Knowledge of personal welfare and safeguarding of children. |
| **Professional and personal qualities** | * Excellent interpersonal skills * Passionate * Caring * Professional at all times * Collaborative member * Open and reflective * Self-motivated | * Is able to demonstrate the application of these qualities in a school setting * Can demonstrate commitment to the wider life of the school |