**[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**

|  |  |
| --- | --- |
| **School/College:** | **Gaywood Primary School** |
| **Job Title:** | **Teaching Assistant (with intervention duties)** |
| **Grade:** | **Scale D, Points 14 – 17 (£18,795 - £19,171 per annum, FTE based on a 37 hour week), (£9.74 - £9.94/hour)** |
| **Hours/weeks:** | **28.75 hours per week, 39 weeks per year** |
| **Responsible to:** | **Headteacher** |

**Purpose of the Job**

**Job Purpose:**

To work under the instruction/guidance of teaching 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 outside the main teaching area.

**Generic Responsibilities:**

* Supervise and provide particular support for pupils, including those with special needs, ensuring their safety and access to learning activities.
* Assist with the implementation of MP3s and Personal or Intimate Care programmes under the direction of the teacher.
* Establish constructive relationships with pupils and interact with them according to individual needs.
* Promote the inclusion and acceptance of all pupils.
* Encourage pupils to interact with others and engage in activities led by the teacher.
* Set challenging and demanding expectations and promote self-esteem and independence.
* Provide feedback to pupils in relation to progress and achievement under the guidance of the teacher.
* Uphold the Code of Conduct of the School.

**Specific Responsibilities:**

* Create and maintain a purposeful, orderly and supportive environment, in accordance with lesson plans.
* Use strategies, in liaison with the teacher, to support pupils to achieve learning goals.
* Monitor pupils’ responses to learning activities and accurately record achievement/progress as directed.
* Provide detailed and regular feedback to teachers on pupils’ achievement, progress, problems etc. in line with School policy.
* Promote good pupil behaviour, dealing promptly with conflict and incidents in line with established policy and encourage pupils to take responsibility for their own behaviour.
* Provide admin support e.g. photocopying, filing.
* To carry out any other duty deemed reasonable by the Head Teacher, Inclusion Lead or class teacher.

**Support for the Curriculum:**

* Undertake structured and agreed learning activities/teaching programmes.
* Support the use of ICT in learning activities and develop pupils’ competence and independence in its use Support for the School
* Be aware of and comply with policies and procedures especially those relating to child protection, health, 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
* Contribute to the overall ethos/work/aims of the School
* Appreciate and support the role of other professionals
* Attend and participate in relevant meetings as required
* Participate in training and other learning activities and performance development as required
* Assist with the supervision of pupils out of lesson times e.g. playtimes, lunchtimes
* Accompany teaching staff and pupils on visits, trips and out of school activities as required and take responsibility for a group under the supervision of the teacher
* Adopt confidentiality at all times
* Experience of working with or caring for children of relevant age.

**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. This Job Description sets out the duties and responsibilities of the post at the time it was drawn up. Such duties and responsibilities may vary from time to time without changing the general character of the duties or the level of responsibility entailed. Such variations are a common occurrence and cannot themselves justify a reconsideration of the grading of the post.

Where the post holder has a budgetary responsibility, it is a requirement of the role to work within the Academy’s financial regulations.

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. The post is exempt from the provisions of the Rehabilitation of Offenders Act and all convictions or cautions must be declared.

The Academy 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 check with the Criminal Records Bureau.

**PERSON SPECIFICATION**

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| --- | --- | --- | --- |
| **Qualifications** | **Essential** | **Desirable** | **How assessed** |
| Level 2 English | **🗸** |  | Appl/Int |
| Level 2 Maths | **🗸** |  |
| NVQ2 for Teaching Assistants or equivalent qualifications/experience | **🗸** |  |
| First Aid qualification – or willingness to achieve within 6 months | **🗸** |  |

|  |  |  |  |
| --- | --- | --- | --- |
| **Experience** | **Essential** | **Desirable** | **How assessed** |
| Effective use of ICT to support learning | **🗸** |  | Appl/Int/Ref |
| Understanding of relevant policies/codes of practice and awareness of relevant legislation | **🗸** |  |
| General understanding of the national curriculum and other basic learning programmes/strategies | **🗸** |  |
| Basic understanding of child development and learning | **🗸** |  |
| Working constructively as part of a team, understanding classroom roles and responsibilities and your own position within these | **🗸** |  |

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| --- | --- | --- | --- |
| **Personal qualities** | **Essential** | **Desirable** | **How assessed** |
| Good organisational and time management skills | **🗸** |  | Appl/Int/Ref |
| Good communication skills | **🗸** |  |
| Ability to self-evaluate learning needs | **🗸** |  |
| Ability to relate well to children and adults | **🗸** |  |

Appl = Application form Int = Interview Ref = Reference