



Job Title: Teaching Assistant

Job Role: Teaching and Learning Support

Posts Available: 30 hour position

Level of Duties: Level 1

Accountable to: The Senior Leadership Team

Grade: TA1, Grade 3 Scale 3 – 9

Salary: (£22,737 FTE) Term time only (£17,950 pro rata)

Job Purpose:

Under the teacher's clear guidance, in respect of work with individuals and small groups, to support the education, personal, social and emotional development of pupils in the class, including those with special educational needs and disabilities. To establish positive relationships with pupils and assist them to access and complete structured learning activities. Work may be carried out in the classroom or outside the main teaching area.

Support for Pupils:

1. Under the clear guidance of the class teacher, to implement structured learning activities and to assist individual/groups of pupils to complete tasks.
2. To undertake activities to assist in monitoring the personal, social and emotional needs of pupils.
3. To develop positive relationships with pupils, to assist pupil progress and attainment.
4. To assist in the devising of pupils' individual targets and their monitoring and review.
5. Support pupils as part of a planned inclusion programme.
6. To assist in the development of varying skills that support pupils' learning.
7. To administer first aid and assist in the specific medical and care needs of pupils when specific training has been undertaken.

Support for the Class Teacher:

1. To support the teacher in differentiating lessons and activities, enabling individuals and groups to access learning in all subjects.
2. To promote good behaviour in line with the school's values, dealing promptly with conflicts/issues and encouraging pupils to take responsibility for their own behaviour, in-line with the school's Behaviour Policy.
3. To assist in the monitoring/recording of pupil progress and developmental needs.
4. To support constructive relationships with parents and carers.
5. To assist in the production of learning resources.
6. To undertake routine classroom administrative tasks, including the maintenance of records (and, in the case of 1 to 1 TAs, the recording of SEND targets and information), in conjunction with the class teacher.
7. To provide information to the class teacher to assist in the planning of work programmes.
8. To liaise with the school's nominated person in respect of pupil absence.
9. To display pupils' work and maintain an attractive classroom learning environment, in consultation with the teacher.

Support for the School:

1. To be aware of and comply with all policies, including those relating to child protection (safeguarding), health and safety, confidentiality and data protection (GDPR), reporting all concerns to the appropriate member of staff.
2. To work as part of a team and support the role of other people in the team.
3. To attend and participate in meetings and professional development, as required.
4. To undertake personal development and improve own practice through training, observation, evaluation, reflection and discussion with colleagues including performance management, and use this to support others.
5. To support the promotion of positive relationships with parents, carers and outside agencies.
6. To take care for their own and other people's health and safety.
7. To assist with the supervision of pupils out of lesson time.
8. To assist teaching staff and pupils on visits, trips and out of school activities as required and take responsibility for an individual or group, under the overall supervision of a teacher.

Other Duties:

The duties and responsibilities set out in this job description are not exhaustive. The postholder may be required to undertake other duties that may be required from time to time, within the general scope of the post, as deemed reasonable by senior leaders. Should they arise, duties and responsibilities which might fall outside the general scope of this post (and grade) will be negotiated with the consent of the postholder.

Equal Opportunities:

We are committed to achieving equal opportunities in the way we deliver services to the community and in our employment arrangements. We expect all employees to understand and promote this policy in their work.

Health and Safety:

All employees have a responsibility for their own health and safety and that of others when carrying out their duties.

Safeguarding Commitment:

Horncastle Primary School is committed to safeguarding and protecting the welfare of children and expects all staff and volunteers to share this commitment. All school staff have a responsibility to safeguard and promote the welfare of children and young people within school.

Person Specification

	Essential	Desirable	Where assessed
Education and Training	Willing to undertake training and continuous professional development in connection with the post.		Application form
Experience	Working as part of a team.	Experience within a childcare setting.	Application form Interview
Skills/ Attributes	Operate with the highest standards of personal/professional conduct and integrity. Willing to work flexibly in accordance with policies and procedures to meet the operational needs of the Trust. Work in accordance with the Trust's values and behaviours. Able to demonstrate sound understanding of equality/diversity in the workplace and services provided especially in the access to delivery of the education of pupils and of own non-discriminatory practice and attitude. Ability to form and maintain appropriate relationships and personal boundaries with children, young people and vulnerable adults.		Application form Interview
Additional Requirements	Satisfactory DBS disclosure to work in an environment dealing with young people. A commitment to safeguarding and promoting welfare for all.		Pre-employment checks