



## Job Description & Person Specification

<b>Job Title:</b>	Teaching Assistant (TA)
<b>Service / Provision:</b>	St Mark's CofE Junior School
<b>Job Family:</b>	Support Staff
<b>Line Manager:</b>	Head of Education Provision (HoEP) or any delegated person
<b>Salary Grade:</b>	B Grade 1 - 5
<b>Annex:</b>	Please ensure you refer to Annex 1 with this job description

Assist in the delivery, adaptation and interpretation of education work programmes through individual, small group or whole class learning activities in order to further the educational development of our pupils. To follow the Trust's Safeguarding policies and procedures and undertake any mandatory training as directed.

### Key accountabilities, duties and responsibilities

#### Support for Pupils

- The role of the Teaching Assistant (TA) is to provide tailored support to pupils to enable them to gain, learn from, develop and maintain their work and living skills and to make a positive progression on to the next stage of education or paid sustainable employment
- To ensure the safeguarding of all pupils, by operating with the Education Provisions (EP) safeguarding practice & policy, reporting to the Safeguarding team any concerns and record information on the EPs safeguarding system
- To provide simple medical aid as and when necessary and take all reasonable measures to ensure health and safety policy within and outside the EP
- To provide care as required, which may include personal care and support for mental health and well-being
- Undertake activities necessary to meet the physical, emotional and educational requirements utilising a wide range of skills, with support and supervision from the teaching team and other professionals
- To support all pupils to access the curriculum and promote progress and achievement

#### Support for the Teacher

- To observe pupils, monitor and report back, using verbal or written methods, to the teaching team on problems, progress and possible developmental needs
- To prepare resources and undertake any other simple practical tasks to support learning
- Assist with the organisation of the learning environment and ensure adequate supplies of learning materials
- To report and record evidence of pupil's progress and achievement on the EPs monitoring system
- To inform the Teacher or lead of any safeguarding concerns they have raised
- To undertake other relevant duties allocated at the discretion of the Teacher, or the Senior Leadership Team (SLT)
- As a TA you would be expected to cover, unsupervised, a class or group in the absence of the Teacher or lead



Tasks/duties	Essential	Desirable
Qualifications & Training	<ul style="list-style-type: none"> <li>• Level 2 Literacy/Numeracy (or NVQ equivalent)</li> <li>• Basic ICT skills</li> <li>• Positive attitude to training &amp; continuous professional development</li> </ul>	<ul style="list-style-type: none"> <li>• Level 3 Teaching Assistant NVQ</li> <li>• Any further relevant training or qualification to support the role</li> <li>• Strong ICT skills</li> </ul>
Knowledge & Experience	<ul style="list-style-type: none"> <li>• Experience with pupils in either formal or informal settings</li> <li>• Experience of working in a team</li> <li>• Know how and when to communicate with a range of audiences</li> </ul>	<ul style="list-style-type: none"> <li>• Experience of working with pupils in a care or education setting, including Safeguarding best practice</li> <li>• Experience with use of technology and in particular of inputting information into recording system</li> </ul>
Personal Qualities	<ul style="list-style-type: none"> <li>• Punctual, polite &amp; professional</li> <li>• Be motivated, able to use initiative and work independently</li> <li>• To meet challenges positively</li> </ul>	<ul style="list-style-type: none"> <li>• Openness to taking on further responsibilities</li> <li>• To use your own skills &amp; interests to enhance the offer for pupils</li> <li>• Be aware of how to support your own well-being and the well-being of others</li> </ul>