

## **Job Description: Teaching Assistant and MSA**

REPORTING TO: Executive Headteacher, SENCO, Class Teacher and Lead MSA

The role offers an exciting opportunity to join our dedicated team. Our Academy is part of the Diocese of Norwich Education and Academies Trust (DNEAT), who oversee our work, training and support staff in their career pathway at all levels. You will be responsible for supporting children in class, 1-1 support as required, and running interventions with groups of children - alongside working with the SENCO and class teachers.

### **Specific tasks and duties**

- Preparing the classroom ready for lessons
- Provide intimate care in accordance with a clear plan
- Lead play at lunchtimes and support the lead MSA
- Instinctively assisting children who need extra support to complete tasks
- Supporting the class teacher
- Supporting teachers in managing class behaviour by following our behaviour policy and system
- First aid and regular playground duties
- Taking an active part in school outings and sports events
- Undergoing training as and when required
- Ensure all working practices meet standards and requirements
- To build positive relationships with children by acting as a role model and providing a warm, caring environment.
- To conduct observations on children and assist in completing developmental records for SENCO or class teacher
- Be able to communicate with professionals about the progression of a named child or group of children
- To identify and report concerns in regards to children's development and progress
- To assist in the devising and implementation of Personal Learning Journey's, working with SENCO and teacher
- To engage in effective, positive communication with children, colleagues, staff and parents
- To run interventions/small groups

### **Wider expectations**

- To attend staff briefings, INSET and staff meetings as or when required
- Be aware of and comply with policies and procedures 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.
- Assist with the supervision of pupils out of lesson times, including accompanying 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.
- Undertake other similar activities that may fall within the grade and scope of the post as directed by the Headteacher.
- To take an active role in your own professional development, attending courses as required and sharing information with colleagues as appropriate to encourage development of other members of staff.
- To make good use of the School information management system, safeguarding and school email, replying to colleagues appropriately and in a timely manner when required.
- To contribute positively with the whole team and conduct themselves in a professional manner inside and out of school.

**Person Specification**

Qualifications	Essential	Desirable
Educated to GCSE level (or equivalent) – Mathematics and English Language at GCSE grade 4 or above (or grade C or above)	X	
First Aid Qualification		X
NVQ Level 3 qualification or equivalent relevant to the role	X	
Professional Experience		
Experience of working with children in the relevant age group	X	
Understanding of the Early Learning Goals (EYFS) and/or National Curriculum	X	
Experience of working with pupils with SEN	X	
Personal and Core Competencies and Skills		
Enjoys the company of children	X	
Committed to promoting and safeguarding the welfare of children	X	
Have a warm and encouraging personality	X	
An ability to communicate effectively with pupils, parents and staff	X	
Professional appearance and manner	X	
Patient and calm manner	X	
Ability to maintain confidentiality	X	
Awareness of health and safety requirements including awareness of risks and responsibilities	X	
Physically, emotionally, resilient and grounded	X	
Demonstrate good organisation skills	X	
Demonstrate good ICT skills	X	
Work constructively as part of a team, understanding classroom roles and responsibilities	X	

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.