



Job Description: Teaching Assistant

St Benet's Multi Academy Trust and Diss Primary Academy Partnership and Scole Church of England Primary Academy are committed to safeguarding and promoting the welfare of Children and Young People, and require all staff and volunteers to share this commitment.

Responsible to	Deputy Headteacher
Grade	Scale D
Hours	28.75 – 30 hours per week
Location	Based at Diss Primary Academy Partnership or Scole Church of England Primary Academy. You may be required to travel to undertake work at academies and sites within St Benet's Multi Academy Trust as needed.

Job Purpose

To work with teachers to support teaching and learning, providing general and specific assistance to pupils and staff under the direction and guidance of the classroom teacher or member of ELT.

To plan, deliver and resource interventions, and assess and report on the interventions, ensuring high impact on pupil progress and enabling pupils to achieve their potential.

Duties and responsibilities

- To ensure all actions within school reflect the school ethos and core values of RESPECT, ASPIRATION and RESILIENCE
- Assist class teachers as required.
- To support teachers in promoting good behaviour in the classroom and across the school.
- To support teachers in their delivery of a differentiated curriculum
- To assist teachers in observing and assessing individual pupils.
- To identify or design suitable teaching materials to facilitate the learning of identified pupils, including the use of new technologies
- To provide regular feedback about pupil's progress.
- To liaise between pupil and teacher where appropriate.
- To assist teachers in the implementation of pupils' individual plans/provision maps.
- Provide clerical/admin support (e.g. typing, photocopying, display, collection and recording of money etc).
- To undertake basic record keeping in respect of pupil learning, behaviour management, child protection etc. as directed in order to support the teacher in delivering the specific learning programmes set for each pupil.
- To maintain a clean, safe and orderly working environment – ensuring that equipment/resources/materials are set out as per instructions and used safely.
- Provide teaching support in small groups and where necessary be assigned to individual pupils in order to aid the teacher, in and out of the classroom. Manage group behaviour according to the School Behaviour Policy. Respond to pupils' needs in class and if necessary offer group/individual support as appropriate and if required source appropriate resources.
- Liaise with the class teacher/Deputy Headteacher to understand the objectives of each intervention/lesson. Assist with marking of class work and homework.

- Plan, deliver, assess, record and prepare resources for interventions, differentiating as necessary. Liaise with class teachers, subject co-ordinators, key stage managers and Inclusion Manager.
- Carry out observations and monitoring of the progress of pupils, both educationally and socially, including appropriate marking and record keeping.
- Assist pupils with their hygiene and physical needs if required and assist pupils to dress and undress for PE, etc. if help is needed. Provide first aid.
- Supervise at playtime to ensure the safety of the children and offer basic first aid or fetch the qualified first aider. Supervise pupils in off-site activities.
- Provide pupils with stimulating and challenging play opportunities
- Respond undirected to pupils' emerging needs whilst supporting in class and if necessary without direction provide group/individual support and appropriate resources.
- Assist with ensuring the school has a stimulating learning environment and ensuring it is of good quality, including displays
- To participate in in-service training, where possible including occasional staff meetings as and when appropriate.
- To undertake training to assist with first aid and personal care needs of pupils.
- Where necessary, support other staff
- To contribute to extra-curricular activities.
- To be aware of school policies and procedures including relating to child protection, health, safety, behaviour, positive handling, security and confidentiality - reporting all concerns to an appropriate person to ensure pupils' wellbeing
- To attend relevant meetings and contribute to the overall work/aims of the school, supporting the roles of other colleagues and professionals to enable the school to fulfil its development plans.
- To support colleagues who cover for class teachers.
- Such other reasonable duties as the head teacher may from time to time require

Line management

- The job involves no direct responsibility for the supervision or direction of other employees. The work may involve demonstration of own duties, or providing advice and guidance to new employees or others.

Professional Development

- Maintain personal professional development to ensure that the knowledge and skills required to fulfill the role of Teaching Assistant are up to date.
- Be a professional role model, and understand and promote the aims of the Academy and the values of the Trust. Including promoting our culture of high aspiration that is rooted in our Christian values as demonstrated in the life and teachings of Jesus Christ.

Special conditions of employment

<p>Rehabilitation of Offenders Act 1974</p>
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<p>This job is exempt under the Exceptions Orders to the Rehabilitation of Offenders Act 1974. Appointment to this job is subject to an enhanced DBS disclosure being obtained, and any relevant cautions, convictions, bindover orders and warnings being considered.</p>
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<p>If the jobholder is arrested, summonsed for an offence or receives a conviction a bindover order or a warning given by a police force, they are required to inform the Headteacher of this fact immediately. Such information will be treated in confidence, so far as this is consistent with the safety of children, compliance with statutory child protection procedures and the Trust's relevant policies. Failure to disclose such information may result in disciplinary action which could lead to the termination of the jobholder's employment.</p>
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Safeguarding and Promoting the Welfare of Children and Young People

The jobholder is required to follow all Trust and academy policies and procedures in relation to safeguarding at all times, and to adhere to the statutory guidance 'Keeping Children Safe in Education'. The jobholder must take appropriate action in the event that they have concerns, or are made aware of the concerns of others, regarding the safety or wellbeing of children or young people.

Health and Safety

The jobholder is required to exercise their duty of care by taking responsibility for their own health and safety, and the health and safety of other people who may be affected by their acts or failure to act. Full guidance regarding health and safety is set out in the Trust's Health and Safety Policy, and in any risk assessments relevant to the jobholder's role or circumstances. Both can be accessed via the jobholder's line manager, and the jobholder is required to comply with these and to use any protective clothing or equipment as instructed at all times.

Confidentiality and Data Protection

The jobholder is expected to comply with the provisions of the Data Protection Act 2018 and the General Data Protection Regulations. Any information they have access to, or are responsible for, must be managed appropriately and any requirements for confidentiality and security observed. Information must not be disclosed to any person or Authority, for example a parent or the Police, without observing the correct procedure for disclosure as set out in the Trust's Data Protection Policy. Nothing shall prevent the jobholder from disclosing information that they are entitled to disclose under the Public Interest Disclosure Act 1998 as amended, provided that the disclosure is made in accordance with the provisions of that Act/s.

Equality and Diversity

The Trust and the academy are committed to equality and value diversity. As such the Trust and the academy are committed to fulfilling their Equality Duty obligations and expect all employees to share this commitment. The Duty requires the Trust and the academy to have due regard to the need to eliminate unlawful discrimination, harassment and victimisation, advance equality of opportunity and foster good relations between people who share characteristics, such as age, gender, race and faith, and people who do not share them. The jobholder is required to treat all people they come into contact with, with dignity and respect, and is entitled to expect this in return.

Training and Continuous Professional Development

The Trust has a shared responsibility with the jobholder for identifying and satisfying training and development needs. The jobholder is expected to actively contribute to their continuous professional development and learning, to engage positively in the performance management process, and to attend and participate in any training or development activities required to assist them in fulfilling their role and meeting their safeguarding and general obligations.

The Trust Operates a Strictly No Smoking or Vaping Policy

This applies to all Trust premises and those where Trust services are provided.

This job description reflects the major tasks to be carried out by the jobholder and identifies the level of responsibility at which the jobholder will be required to work, as at the date on which the last review took place.

This job description may be subject to review and / or amendment at any time to reflect the requirements of the job. Any amendments will be made in consultation with any existing jobholder, and will be commensurate with the grade for the job. The jobholder is expected to comply with any reasonable management requests.

Job description reviewed by:

Date: