

<b>Grade/Salary:</b>	Pay scale B (£18,561 - £18,876 pro rata)
<b>Hours:</b>	Monday to Friday, 30 hours per week (including 5 hours as a lunchtime assistant, term time only)
<b>Contract:</b>	12-month Fixed Term Contract, starting September 2021
<b>Responsible to:</b>	Principal
<b>More Information:</b>	Ideal for someone considering initial teacher training but all candidates are welcome to apply

### Principle Responsibilities

- To work with class teachers to raise the learning and attainment of students across The Early Years, Key Stages 1 and 2
- To promote student independence, self-esteem and social inclusion
- Give support to students, individually or in groups, so they can access the curriculum, take part in learning and experience a sense of achievement

### Duties and Responsibilities

The Teaching Assistant will be responsible for:

#### Teaching and learning

- Demonstrate an informed and efficient approach to teaching and learning by adopting relevant strategies to support the work of the teacher and increase achievement of all students including, where appropriate, those with special educational needs and disabilities (SEND)
- Promote, support and facilitate inclusion by encouraging participation of all students in learning and extracurricular activities
- Use effective behaviour management strategies consistently in line with the school's policy and procedures
- Support class teachers with maintaining good order and discipline among students, managing behaviour effectively to ensure a good and safe learning environment
- Organise and manage teaching space and resources to help maintain a stimulating and safe learning environment
- Observe student performance and pass observations on to the class teacher
- Supervise a class if the teacher is temporarily unavailable
- Use ICT skills to advance learning
- Undertake any other relevant duties given by the class teacher

## **Planning**

- Contribute to effective assessment and planning by supporting the monitoring, recording and reporting of student performance and progress as appropriate to the level of the role
- Read and understand lesson plans shared prior to lessons, if available
- Prepare the classroom for lessons

## **Working with colleagues and other relevant professionals**

- Communicate effectively with other staff members and students, and with parents and carers under the direction of the class teacher
- Communicate their knowledge and understanding of students to other school staff and education, health and social care professionals, so that informed decision making can take place on intervention and provision
- With the class teacher, keep other professionals accurately informed of performance and progress or concerns they may have about the students they work with
- Understand their role in order to be able to work collaboratively with classroom teachers and other colleagues, including specialist advisory teachers
- Collaborate and work with colleagues and other relevant professionals within and beyond the school
- Develop effective professional relationships with colleagues

## **Whole-school organisation, strategy and development**

- Contribute to the development, implementation and evaluation of the school's policies, practices and procedures, so as to support the school's values and vision
- Make a positive contribution to the wider life and ethos of the school and the HISP Multi Academy Trust

## **Health and safety**

- Promote the safety and wellbeing of students, and help to safeguard student wellbeing by following the requirements of Keeping Children Safe in Education and our school's child protection policy
- Look after children who are upset or have had accidents

## **Professional development**

- Help keep their own knowledge and understanding relevant and up-to-date by reflecting on their own practice, liaising with school leaders, and identifying relevant professional development to improve personal effectiveness
- Take opportunities to build the appropriate skills, qualifications, and/or experience needed for the role, with support from the school
- Take part in the school's appraisal procedures

### **Personal and professional conduct**

- Uphold public trust in the education profession and maintain high standards of ethics and behaviour, within and outside school
- Have proper and professional regard for the ethos, policies and practices of the school, and maintain high standards of attendance and punctuality
- Demonstrate positive attitudes, values and behaviours to develop and sustain effective relationships with the school community
- Respect individual differences and cultural diversity

### **Other**

- To safeguard and promote the welfare of children and young people
- To work co-operatively with others towards shared goals
- To be aware of and comply with policies and procedures including those relating to child protection and safeguarding, health and safety, and security and confidentiality
- To undertake lunchtime duties
- To undertake other duties as required by the Principal commensurate with the responsibilities of a Teaching Assistant or the grade of the post
- To undertake all training as required to carry out the role safely
- To promote and ensure the health and safety of students, staff and visitors at all times
- To play a full role in school life, to support the ethos of the school and of the HISP Multi Academy Trust, and to encourage all students to follow this example

This post is classed as having a high degree of contact with children and is exempt from the Rehabilitation of Offenders Act 1974 (as amended 2013 and 2020). An enhanced disclosure with a check of the Children's Barred List will be sought through the Disclosure and Barring Service as part of HISP Multi Academy Trust's pre-employment checks.

The list of duties in the job description should not be regarded as exclusive or exhaustive. There will be other duties and requirements associated with your job and, in addition, as a term of your employment you may be required to undertake various other duties as may reasonably be required.

Your duties will be as set out in the above job description but please note that the HISP Multi Academy Trust reserves the right to update your job description, from time to time, to reflect changes in, or to, your job. You will be consulted about any proposed changes.

For the avoidance of doubt, this is a supervisory post rather than a teaching post and is open to applicants without a teaching qualification.