**THE ROSELAND MULTI ACADEMY TRUST**

**JOB DESCRIPTION**

**Job title:** Teaching Assistant

**Grade:** D

**Hours:** 32.5 hours per week

**Employment:** Permanent/Part time/Term Time

School holidays will be classed as leave.  Payment for leave

                                                                                          has been included in the calculation of the annual salary,

                                                                                          therefore, no leave should be taken during school term

                                                                                          time unless specific prior approval has been obtained from

                                                                                          the Chief Executive Officer

**Responsible to:** CEO, CFO, HR Manager, Headteacher, Class Teacher,

Chair of the Trust Board

**Direct/Indirect Supervisory Responsibility:** None

**Important Functional Relationships:** Internal: CEO, CFO, HR Manager, Headteacher, teaching and support staff, pupils.

External: Trustees, Trust partners, other schools and colleges, contractors, suppliers of goods and services, parents/carers, visitors to the school.

**Main Purpose of Job:**

To take a proactive role in the support of the educational, social and physical needs of pupils; to support the curriculum. To support the school through the provision of a high level of assistance in the practical organisation of class activities, undertaking group work at the direction of the class teacher and ensuring the welfare and development of small groups and individual pupils as directed.

**Duties and responsibilities:**

1. To assist groups of children in developing knowledge, skills and attitudes as defined by the curriculum.
2. To take into account the learning support involved to aid the children to learn as effectively as possible.
3. To establish supportive relationships with the pupil/s concerned and to encourage acceptance and inclusion of all pupils.
4. To encourage social integration and individual development of pupils.
5. To develop methods of promoting/reinforcing the pupil’s self-esteem and to promote independence through the development of self-help skills.
6. To assist in preparing, using and maintaining relevant teaching resources to bespoke curriculum needs for individual pupils.
7. To ensure that basic classroom materials are available for use.
8. To be responsible for monitoring the use of and maintaining an up-to-date inventory of all classroom materials and equipment.
9. To monitor stock levels of materials, check for missing and/or damaged equipment, and arrange for new supplies to be ordered as required (subject to approval) so as to ensure all necessary teaching aids are readily available at all times.
10. To assist with break and lunch time supervision of children encouraging social interaction and planning for identified pupils.
11. To accompany children on educational visits and outings as supervised by the teacher.
12. To implement and contribute to planned learning and play and to promote the inclusion of all pupils.
13. To assess, monitor and record children’s progress, health, behaviour and general wellbeing.
14. To feedback any information (including concerns) regarding the well-being and educational needs of children to the Teacher or Headteacher as appropriate.
15. To be aware of confidential issues linked to home/pupil/teacher/school work and to ensure the confidentiality of such sensitive information.
16. To supervise an individual or group of children within a learning environment under the overall control of the teacher.
17. To administer minor first aid (as trained), assist in the dispensation of medically prescribed controlled drugs (as per the approved procedure) and to assist with children who are sick as needed.
18. To meet the needs of pupils with emotional and behavioural difficulties. To control the pupil to prevent harm and disruption to the pupil or others, within the limits of the post holder’s training (eg: Team Teach) and school policies and procedures.
19. To carry out administrative tasks associated with all of the above duties as directed by the Headteacher/teacher.
20. To be aware of and work in accordance with the school’s child protection policies and procedures, and to raise any concerns relating to such procedures which may be noted during the course of duty.
21. To interact positively with children to encourage them to engage in meaningful and constructive activities, and to deal with emergencies that may occur.
22. To assist children in preparing to eat, including hand-washing, helping children with the correct use of cutlery, promoting good table manners and encouraging children to eat a variety of foods.
23. To remain aware of children’s food allergies, intolerances or other special dietary requirements and ensure such foods are avoided for the children concerned, with particular vigilance for children sharing packed lunches.
24. To organise approved group activities and games for children as authorised by a member of the teaching staff, so as to enhance the development of children’s learning and social integration. To remain aware of children with special educational needs and liaise SENCO to ensure play activities are appropriate and safe for all children.
25. To arrange appropriate indoor activities are made available to children during wet lunchtime break periods which ensure appropriate and safe behaviour of children during these periods.

**General responsibilities**

1. To contribute to the overall mission, vision and values of the school and Trust.
2. Be aware of, and adhere to, applicable rules, regulations, legislation, policies and procedures within the school and Trust including safeguarding, health and safety, equality and diversity and general data protection regulations.
3. Maintain confidentiality of information acquired in the course of undertaking duties for the school and Trust.
4. Be responsible for your own continuing self-development, undertaking training as appropriate.
5. To undertake other duties appropriate to the grading of the post as required, this includes supporting other key stages within the school, as directed.
6. Your employment will be based at Gerrans School but you may be required to work at any other premises occupied by the employer or any of the employer’s academies within mid-Cornwall as directed by the employer.

The Roseland Multi Academy Trust is committed to safeguarding and promoting the welfare of children, and expects all staff to demonstrate a commitment to safeguarding throughout the public arena. Everyone who comes into contact with children and their families and carers has a role to play in safeguarding children. In order to fulfil this responsibility effectively, all professionals should make sure their approach is child-centred. This means that they should consider, at all times, what is in the best interests of a child.

**Person Specification**

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| **ATTRIBUTES** | **ESSENTIAL** | **DESIRABLE** |
| **Relevant Experience** | * Good interpersonal skills. * Work well as part of a small team. * Patience & understanding whilst working with young children and their parents. | * Good standard of practical knowledge skills and experience of working with children. |
| **Education & Training** | * Qualified to NVQ level 2 or above (or equivalent qualification), or able to demonstrate equivalent knowledge or experience. * Good levels of literacy and numeracy evidenced through qualifications. | * Completion of the DfES Induction for Teaching Assistants. * CLANSA or Cornwall Certificate in SEN. * Read Write Inc. experience |
| **Special Knowledge & Skills** | * An interest in the National Curriculum and phonic skills and early reading. * Good communication skills. * Confident ICT skills * Organisational skills. * First aid trained (or willing to undertake training). * Food Hygiene certificate (or willing to undertake training). | * Knowledge of a range of issues relevant to education and child development. |
| **Any Additional Factors** | * Able to manage competing priorities and to work to deadlines. * Self-motivated, and able to work in a team. * A deep professional interest and joyful enthusiasm for working with children. * Patient, friendly and approachable. * Displays an awareness, understanding and commitment to the protection and safeguarding of children and young people. * A love of nature and outdoor learning in all weathers. | * Able to work without supervision. * Plenty of energy and enthusiasm. * Honesty, reliability and a good sense of humour. |