



Teaching Assistant

Salary / grade range	B5 SCP4 - SCP6 (£18,933 - £19,698 FTE or £14,160 - £14,732 actual salary)
Location	Co-op Academy Parkland
Reports to	Headteacher

Purpose of role:

To support access to learning for pupils and provide general support to the teacher in the management of pupils and the classroom. Assisting as a member of the classroom team in the supervision of students on work experience, trainees and voluntary helpers with whom the post-holder is working.

Key accountabilities (and specific duties / responsibilities):

Support for pupils

- Supervise and support pupils ensuring their safety and access to learning, attend to the pupils' personal needs, and implement related personal programmes, including social, health, physical, hygiene, first aid and welfare matters.
- Establish good relationships with pupils, acting as a role model and being aware of and responding appropriately to individual needs.
- Promote the inclusion and acceptance of all pupils.
- Encourage pupils to interact with others and engage in activities led by the teacher.
- Encourage pupils to act independently as appropriate.

- Support pupils during their lunch break and play.

Support for the teacher:

- Prepare classroom as directed for lessons and clear afterwards and assist with the display of pupils work.
- Be aware of pupil problems/progress/achievements and report to the teacher as agreed.
- Undertake pupil record keeping as requested.



- Support the teacher in managing pupil behaviour, reporting difficulties as appropriate
- Gather/report information from/to parents/carers as directed.
- Provide clerical/admin. support e.g. photocopying, typing, filing, collecting money etc.

Support for the curriculum:

- Support pupils to understand instructions.
- Support pupils in respect of local and national learning strategies e.g. literacy, numeracy in KS 2, as directed by the teacher.
- Support pupils in using basic ICT as directed.
- Prepare and maintain equipment/resources as directed by the teacher and assist pupils in their use.

Support for school:

- 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.
- Contribute to the overall ethos/work/aims of the school.
- Appreciate and support the role of other professionals in school.
- Attend relevant meetings as required.
- Participate in training and other learning activities and performance development as required.
- Assist with the supervision of pupils out of lesson times, including before and after school and at lunchtimes as required.
- Accompany teaching staff and pupils on visits, trips and out of school activities as required.
- To support, uphold and contribute to the development of the Trust's Equal Rights policies and practices in respect of both employment issues and the delivery of services to the community.

Range of decision making:

To make decisions within established working practices and procedures.

The post-holder will be expected to use good common sense and initiative in all matters relating to:

- the conduct and behaviour of individuals, groups of pupils and whole classes
- the correct use and care of materials by individual and small groups of pupils
- the safety, mobility (if required) and hygiene and well being of the pupils.

Responsibility for assets / materials etcetera:

To maintain the confidential nature of information relating to the school, its pupils, parents and carers.



The provision, use and storage of equipment and materials used by pupils with whom the post-holder is working.
 General responsibility for the care of all equipment and materials within the classroom/designated area of the school.

Personal attributes required (based on job description):

Attributes	All attributes are essential, unless indicated below as 'desirable'	How measured, e.g. application form (A), interview (I)
Qualifications <ul style="list-style-type: none"> ● Literate and Numerate ● GCSE in English and Mathematics at grade C or above ● Thorough understanding of child protection legislation and trained in child protection issues 	Desirable Desirable	A/I A A/I
Experience <ul style="list-style-type: none"> ● Use of relevant ICT software packages ● Relevant experience in an academy setting ● An understanding of the specialist support services available to young people 	Desirable Desirable	A A A/I
Skills, Ability, Knowledge <ul style="list-style-type: none"> ● Ability to interact positively with students and staff ● To have a knowledge of SIMS ● To be able to demonstrate proficient ICT skills ● To be able to use initiative and have problem solving skills ● To be able to monitor and evaluate procedures effectively ● Communicate effectively with students, parents and other colleagues ● Work under pressure ● Take initiative and work independently ● Prioritise and plan to ensure completion of tasks 	Desirable Desirable	A/I A A A/I A A/I A/I A



<ul style="list-style-type: none">• Coaching and counselling skills• Ability to motivate and engage young people to address the difficulties they are experiencing at home/academy that affect their ability/willingness to learn• Able to understand and be committed to equal opportunities for all members of the academy community		A A A/I
<p>Personal Qualities</p> <ul style="list-style-type: none">• Is committed, resilient, robust and resourceful• A record of reliability and integrity• Demonstrates fairness, honesty and integrity in their existing practice and conduct as a professional• Humour, optimism and ambition• Willingness to participate in further training and CPD• The Academy expects all employees to uphold the duty to safeguard and promote the welfare of others		A/I A/I A/I A/I A/I A/I

This post is subject to an enhanced DBS check. We value variety and individual differences, and aim to create a culture, environment and practices at all levels which encompass acceptance, respect and inclusion. All our colleagues are expected to demonstrate a commitment to co-operative values and principles, and the Ways of Being Co-op.