

## JOB DESCRIPTION

<b>School:</b>	<b>Gaywood Primary School part of West Norfolk Academies Trust</b>
<b>Job Title:</b>	<b>Teaching Assistant</b>
<b>Grade:</b>	<b>Scale D, Pt 6, £10.21/hour (19,698/year FTE based on a 37 hour week – please note that the salary will be pro rata)</b>
<b>Hours/weeks:</b>	<b>28.75hrs/week, 39 weeks/year (term time +1) Temporary until 31<sup>st</sup> August 2021</b>
<b>Responsible to:</b>	<b>The Headteacher Members of the senior leadership team (SLT) Classroom Teacher</b>
<b>Working With:</b>	<b>The Headteacher Members of the senior leadership team (SLT) Pupils Classroom Teacher</b>

### **How to apply**

This role is open to internal applicants only. To apply, please complete a letter of application which demonstrates your suitability for the role. Please e-mail your letter of application to: [recruitment@westnorfolkacademiestrust.co.uk](mailto:recruitment@westnorfolkacademiestrust.co.uk)

Please also provide details of two references, to accompany your letter of application. One of these references should be your present Headteacher.

**Closing Date: 5<sup>th</sup> March 2021**

### **Purpose of the Job**

Under the direction/instruction of teaching/senior staff, work with individuals or groups to supervise physical and general care of pupils, including those with SEN. Support access to learning for pupils using a wide range of resources and work closely with the Class Teacher to enable pupils to fully access the curriculum. To be able to promote positive play and work experiences and help the pupils to be more independent.

### **Responsibilities**

#### **Support for Pupils and Class Teacher**

- To attend to the personal and social needs of pupils and any other special requirements depending on the nature of a pupil's special needs and, wherever possible, making these part of the learning experience.
- Supervise and support pupils ensuring their safety and access to learning.
- 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 and encourage pupils to interact with others and engage in activities led by the teacher.
- To be proactive, adapting and preparing resources within lessons in discussion with the Class Teacher based on ITP targets/EHCP targets.

- Be aware of pupil problems, progress and achievements; undertake pupil record-keeping including maintaining pupil assessment notes and reporting to the Class Teacher.
- Follow structured plans and assess the pupils ITP termly to identify next steps/targets in discussion with the Class Teacher.
- Support the teacher in managing pupil behaviour, reporting difficulties as appropriate.
- Provide clerical and administrative support by photocopying, typing, filing and collecting money.

### **Support for the Curriculum**

- Support pupils to understand instructions and make reasonable adjustments in discussion with the Class Teacher to enable pupils to fully access the curriculum.
- Prepare and maintain equipment/resources and assist pupils in their use, including the use of basic ICT as directed and also multisensory resources needed to enhance the pupils learning.

### **Support for the School**

- Be aware of, and comply with, policies and procedures relating to child protection, health and safety and security, confidentiality, data protection, intimate care and SEN code of practice 2014 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.
- Ensure confidentiality and maintain professional standards in this area by reporting concerns or information to Class Teacher, SENCO, Assistant Head and Head Teacher.
- Attend relevant meetings as required and participate in training and other learning activities and performance development as required.
- Accompany teaching staff and pupils in visits and out of school activities as required.
- Undertake other similar duties and activities that fall within the grade and scope of the post, as directed by the Headteacher.

### **Job context and flexibility**

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.

This job description is current at the date indicated below but, in consultation with the post holder, it may be changed by the Headteacher to reflect or anticipate changes in the post commensurate with the grade or job title.

Due to the routine of the school, the workload may not be evenly spread throughout the year. Flexibility of hours, and a flexible attitude and willingness to assist others in the team, when required is necessary.

The post holder will have a shared responsibility for the safeguarding of all children and young people. The post holder has an implicit duty to promote the welfare of all children and young people.

The Trust is committed to safeguarding and promoting the welfare of children and young people and expects all staff and volunteers to share in this commitment. All staff will be subject to an enhanced DBS (Disclosure and Barring Service) check.

## PERSON SPECIFICATION

Qualifications	Essential	Desirable	How assessed
Level 2 English	✓		Appl/Int
Level 2 Maths	✓		
Additional qualifications relevant to the role i.e. childhood development, special education, health and social care, NVQs (level 2 or above).		✓	

Experience	Essential	Desirable	How assessed
Working with or caring for children of a similar age	✓		Appl/Int/Ref
An understanding of how children learn and how they can be best supported.	✓		
Working closely with others as part of a team	✓		
Experience of managing behaviour effectively		✓	
Knowledge of personal welfare and safeguarding of children		✓	

Skills, Attributes and Knowledge	Essential	Desirable	How assessed
Ability to work effectively under pressure	✓		Appl/Int/Ref
Demonstrate a commitment to equal opportunities	✓		
Ability to adapt resources to meet individual student needs	✓		
Ability to focus on standards and the belief that all students can succeed given the right opportunity and support	✓		
Experience of creativity/artistry		✓	

Personal qualities	Essential	Desirable	How assessed
Ability to work effectively under pressure	✓		Appl/Int/Ref
Excellent interpersonal skills	✓		
Professional at all times	✓		
Passionate and caring	✓		
Decisive, determined and self-confident	✓		
Integrity, trustworthy, honest and open	✓		
Accessible and approachable	✓		
Excellent interpersonal skills	✓		
Sense of humour and fun	✓		

Appl = Application form

Int = Interview

Ref = Reference