

PARADIGM TRUST
IPSWICH ACADEMY

JOB DESCRIPTION	
Post Title: Teaching Assistant	Grade: Grade 3 Point 14 – 17 (pro rata) 32 hours per week, 39 weeks per year
Date: July 2018	
RESPONSIBLE TO: TBC	

PURPOSE OF THE JOB

The role of the teaching assistant is to assist teachers in providing a learning environment to support the development and educational needs of children. The teaching assistant will be expected to be flexible and to provide assistance wherever needed. This will not always be within the classroom or in a specific department but teaching assistants may be deployed within a faculty area, within a year group/mini school or any combination of the above but will depend on the need of the school as a whole at any given time.

DUTIES AND RESPONSIBILITIES

- To develop understanding of the various types of special needs including emotional, behavioural and physical difficulties. This knowledge will be used to enhance various tasks which may include:
 - Clarifying and explaining instructions;
 - Ensuring pupils are able to use equipment and materials provided;
 - Motivating and encouraging pupils as required;
 - Assisting in targeted areas eg. language, reading, spelling etc.
 - Helping pupils to concentrate on and finish the work set;
 - Meeting physical needs as required whilst encouraging independence;
 - Delivery of interventions to targeted students.
- To establish an appropriately supportive relationship with the pupils.

- To encourage acceptance and inclusion of pupils with special educational needs and to develop methods of promoting/reinforcing their self-esteem.
- To contribute and help maintain records of pupils needs and progress as required by the teacher. These may include Pastoral Support Programmes, Individual Education Plans etc.
- To attend meeting as and when required to review pupils progress and discuss new targets.
- To assist teaching staff to ensure that the aims and objectives of the school are achieved.
- To undertake First Aid training with a view to being able to administer First Aid.
- Supporting the Trust's aims and ethos.
- Familiarising, actively supporting and complying with all the Trust's policies and procedures e.g. Health and Safety, Equal Opportunities, Child Protection and Behaviour.
- Accompanying pupils and teachers on educational visits and trips during contracted hours.

EQUAL OPPORTUNITIES STATEMENT

Adhere to the Academy's policies and ensure anti-discriminatory practice within the service area.

COMMENSURATE STATEMENT

Undertake any other reasonable duties commensurate with the grade as determined by the manager.

CHILD PROTECTION

To have due regard for safeguarding and promoting the welfare of children and young people and to follow the child protection procedures adopted by the academy and the local authority.

Signed _____
Postholder

Date _____

Signed _____
Executive Principal/Principal

Date _____

PARADIGM TRUST

PERSON SPECIFICATION

Teaching Assistant

	Application	Interview
Qualifications		
A good GCSE English language and mathematics or equivalent	X	
Experience		
Experience of working with people	X	
Experience of working with children or young people (Desirable)	X	
Knowledge and understanding		
Understanding of and commitment to equality issues within the workplace and the safeguarding of children.	X	
Skills and abilities		
To be able to use information and communication technology effectively (Desirable)		X
Good organisational and administrative skills (Desirable)		X
Good management of own workload, including the ability to prioritise tasks		X
Ability to work effectively as part of a team to ensure the needs of the pupils are met appropriately.		X
Understanding of and ability to establish clear boundaries in relation to pupils'	X	X

<p>behaviours in line with the Trust's behaviour policy.</p> <p>Good verbal and written English communication skills.</p> <p>A willingness to develop your own professional skills and knowledge by attending appropriate courses/training</p> <p>A flexible, patient and hardworking approach to working as part of a team</p>	X	X
Additional		
<p>An excellent record of attendance</p> <p>A good sense of humour (Desirable)</p> <p>First aid qualification (training will be provided) (Desirable)</p> <p>A DBS enhanced disclosure that is satisfactory to us will be a condition of your appointment.</p> <p>The post holder must demonstrate due regard for safeguarding and promoting the welfare of children and young people, and follow the child protection procedures adopted by the Trust.</p>	X	X