**The Rainbow Multi Academy Trust**
**Job Description**

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| **Job Title:** | Teaching Assistant |
| **Accountable to:** | Head, SLT |
| **Salary band:** | A-B |
| **Contract type:** | Temporary |

**Main purpose of the job**

To take a pro-active role in the support of the educational, social and physical needs of pupils; to support the curriculum and the Academy through the provision of a high level of assistance in the practical organisation of class activities, undertaking group work and ensuring the welfare and development of pupils.

**Duties and responsibilities:**

Providing support for children by:

1. To assist individuals and groups of children in developing knowledge, skills and attitudes as defined by the Curriculum. To take into account the learning support involved to aid the children to learn as effectively as possible

2. To establish supportive relationships with the pupil/s concerned and to encourage acceptance and inclusion of all pupils.

3. To encourage social integration and individual development of pupils to encourage acceptance and inclusion.

4. To develop methods of promoting and reinforcing pupils' self-esteem to promote independence through the development of self-help skills.

5. To accompany children on educational visits and outings as supervised by the Teacher.

6. To assess, monitor and record children's progress in relation to IEP's, and to feedback to the SENCO/Teacher with regard to children's progress and the success of IEP's, including making recommendations for alterations to improve the effectiveness of IEP's.

7. To assess, monitor and record children's progress, health, behaviour and general wellbeing. To feedback any information (including concerns) regarding the well-being and educational needs of children to the Teacher or Headteacher as appropriate.

8. To meet with teachers, SENCOs, appropriate key stage co-ordinators and governors on a regular basis to discuss improvements to the teaching practices, delivery of the curriculum and progress and concerns regarding individual pupils.

9. To be aware of confidential issues linked to home/pupil/Teacher/school work and to ensure the confidentiality of such sensitive information.

10. To supervise an individual or small group of children within a class under the overall control of the Teacher.

11. To supervise the whole class, when required, with appropriate support when necessary.

12. To assist with breaktime and lunchtime supervision as directed by school leaders.

13. To administer 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.

14. To meet the mobility needs of pupils assisting in the use of a wheelchair/hoist, ensuring compliance with safe lifting procedures and associated training.

15. To meet the needs of incontinent pupils.

16. 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 holders training and school policies and procedures.

**Clerical**

17. To assist in preparing, using and maintaining relevant teaching resources, including wall displays and cleaning up classrooms after activities. To ensure that basic classroom materials are available for use.

18. To be responsible for monitoring the use of and maintaining an up-to-date inventory of all classroom materials and equipment. 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.

19. To carry out administrative tasks associated with all of the above duties as directed by the Teacher.

**Professional duties**

- To be aware of and adhere to applicable rules, regulations, legislation and procedures including the Schools Equal Opportunities Policy and Code of Conduct, national legislation (including Health and Safety, Data Protection).

- 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.

- To maintain confidentiality of information acquired in the course of undertaking duties and to follow the Trust's GDPR policies and procedures.

- The postholder is responsible for his/her own self-development on a continuous basis.
- To participate in the performance and development review process, taking personal responsibility for identification of learning, development and training opportunities in discussion with line manager.
- Have a willingness to travel to undertake training as directed by the Head or Trust Senior Leadership.
- To comply with individual responsibilities, in accordance with the role, for health and safety in the workplace.
- To attend staff meetings and INSET days as required.

The duties above are neither exclusive nor exhaustive and the post holder may be required by the Head to carry out appropriate duties within the context of the role.

This job description does not form part of the contract of employment. It describes the way in which the post holder is expected and required to perform and complete the particular duties as set out above and will be reviewed as need arises and following consultation with you, may be changed to reflect changes in the job requirements.

**Person specification**

| Attributes | Essential | Desirable |
|---|---|---|
| **Education & Training** | | |
| **Unqualified** | • GCSE (or equivalent) grade 4 or above in English and Maths<br>• If a GCSE at the required level is not already obtained, the post holder is required to successfully complete the relevant functional skills qualification within the 6 month probationary period | • Able to demonstrate considerable equivalent knowledge or experience. |
| **Qualified** | • Qualified to NVQ level 2 or 3 or above (or equivalent qualification), | • Read Write Inc<br>• Maths mastery<br>• SEND<br>• Behaviour Management |
| **Relevant Experience** | • Good standard of practical knowledge, skills and experience of working with children. | • Good standard of practical knowledge, skills and experience of working with children within a primary classroom environment or similar at different key stages or within different departments. |
| **Special Knowledge & Skills** | • Organisational skills.<br>• Good communication skills.<br>• Basic ICT skills. | • Knowledge of a range of issues relevant to education and child development.<br>• TIS and PACE or equivalent |
| **Any Additional Factors** | • Able to prioritise between different demands.<br>• Able to work to deadlines.<br>• Self-motivated, and able to work in a team.<br>• An interest in children and education.<br>• Patient and friendly approach.<br>• Displays an awareness, understanding and commitment to the protection and safeguarding of children and young people.<br>• When working in the Trust's Church schools, displays the ability to fully uphold the Christian ethos and values of the school | |

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