



HATTON ACADEMIES TRUST JOB DESCRIPTION

Job Title: Teaching Assistant – Level 1 – Ecton Village Primary Academy

Responsible to: Principal

Pay scale: NJC Scale Point 2 to 3

Working Hours: 32.5 hours per week
38.2 weeks per year (term time plus two half day training days)

Working Pattern: 8.30am to 3.30pm, Monday to Friday
(30 minutes unpaid lunch break)

Job Purpose

To provide support to SEN children in the classroom and to enable all pupils to achieve their full potential by:

- leading targeted interventions with identified children
- raising and maintaining standards of education and social development
- promoting the involvement of pupils in the social and academic processes of the academy
- enabling pupils to become more independent learners
- helping to raise standards of achievement for all pupils

Key Features:

- Jobs comprise repetitive tasks that can be performed after a short demonstration, instruction or period of training
- No supervisory responsibility
- Works under direction / instruction supporting access to learning
- Jobs require a normal level of courtesy and effectiveness in dealing with other people.
- Should be able to ask questions, seek clarification and exchange information using tact and diplomacy
- May provide straightforward clerical support to teacher or organisation
- Likely to interact with colleagues, pupils, parents and carers

Main Duties:

1. Provide personal and welfare care

- Attend to the personal needs of pupils and implement related personal programmes to ensure that the school's health, safety and behaviour policies are maintained (for

Hatton Academies Trust is committed to safeguarding and promoting the welfare of children and young people and expects all staff and volunteers to share this commitment.

example hygiene, first aid and welfare)

2. Supporting Pupils in the Learning Environment

- Supervise and support pupils ensuring their safety and access to learning
- Support pupils in the learning environment in order to promote independence, inclusion, acceptance and equality of access to learning opportunities for all pupils
- Assist pupils, individually and in small groups, in the understanding and completion of pre-defined learning activities to meet the requirements of pupils and the curriculum *(for example literacy, numeracy, basic ICT)*
- May assist with the supervision of pupils out of lesson times to enhance service delivery *(for example before and after school)*

3. Providing Clerical and other support to service users

- Provide routine clerical and other support to meet service delivery requirements *(for example photocopying, typing, filing, collecting money, school trips)*

4. Preparing and maintaining the classroom environment and resources

- Prepare and maintain, the predefined learning resources and work environment for specific learning activities to meet the needs of pupils and the curriculum

5. Working with People to develop the team and build professional relationships

- Participate in meetings and team development activities to support the achievement of individual and team performance and development objectives
- Build and maintain positive working relationships with pupils, parents and colleagues to maximise pupils' development and maintain the overall ethos of the trust academy

6. Monitoring levels and ordering of resources

- Monitor resource levels to ensure the timely availability of resources to meet the requirements of the curriculum
- Maintain an awareness of the importance of the appropriate use of resources to minimise waste and maximise the effectiveness of financial resources

7. Reviewing pupils' performance

- Observe, be aware of and report on pupil problems, progress and achievements to the teacher to contribute to the gathering of information for the completion of pupil profiles and records of attainment to maximise pupil development
- Gather and report information to and from parents / carers as appropriate to meet service delivery requirements

General

- participate in break and lunchtime supervision duties
- Responsibility for safeguarding and promoting the welfare of children at the trust academy.

Hatton Academies Trust is committed to safeguarding and promoting the welfare of children and young people and expects all staff and volunteers to share this commitment.

- The Trust has a commitment to be inclusive in terms of ethnicity, gender, disability, social background and academic ability and expects all staff to share this responsibility.
- Share and actively promote the Trust's commitment to promoting equal opportunities and tackling discrimination
- In the interests of effective working, the major tasks may be reviewed from time to time to reflect changing needs and circumstances.
- Demonstrate a commitment to personal and professional development by attending related courses, workshops or seminars.
- Ensure that reasonable care is taken at all times for the health, safety and welfare of yourself and other persons, and comply with policies and procedures relating to health and safety within the trust academy.
- To carry out other relevant duties as may be reasonably requested by the Principal commensurate with the pay and grade of the Post.

Signature of Post Holder: _____

Date: _____

Signed on behalf of the Academy _____

Date _____