

## The Warriner Multi Academy Trust

### **Bishop Carpenter Primary School** **Teaching Assistant: Job Description**



Job Information	
Reporting to	Head Teacher
Grade	Grade 4 (Points 4-5)
Salary	£24,404 Pro Rata Actual £8,272
Hours /Weeks	15 hours per week Time Only Fixed Term Sep 25 to Jul 26

#### **General Description of Post**

To support the teaching staff in raising pupil attainment, working under the direction of the class teachers to allow all children to be included in all aspects of the school day. The Head Teacher is responsible for the overall policy and educational programme of the school and for matters of control and discipline within the appropriate Articles of Government.

#### **Qualifications**

- Appropriate level of literacy and numeracy skills.
- Aptitude for working with children.

#### **Support the pupils by:**

- 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).

**Support the teacher by:**

- Participate in meetings and team development activities to support the achievement of individual and team performance and development objectives.
- Observe behaviour and use awareness of behaviour management and communication strategies to deal with individual cases of low level disruption by pupils in class.
- 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.
- 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.

**Support the curriculum by:**

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

**Support the school by:**

- Provide routine clerical and other support to meet service delivery requirements (for example photocopying, typing, filing, laminating, collecting money, school trips).
- Build and maintain positive working relationships with pupils, parents, carers and colleagues to maximise pupils' development and maintain the overall ethos of the school.

**Experience necessary**

- Appropriate level of literacy and numeracy skills.
- Demonstrable experience of working with or caring for children of relevant age.

**Desirable**

- Completion of DfES Teacher Assistant Induction Programme.
- Completion of relevant in-house personal development courses within a similar role.
- Understanding of corporate equalities standards and diversity issues and impact in immediate work area.
- Appropriate IT and keyboard skills.
- Appropriate level of data protection, security and confidentiality awareness.
- Basic knowledge of first aid.

**As an employee you have legal duties which include:**

1. Taking reasonable care for your own health and safety and that of others who may be affected by what you do or do not do.
2. Co-operating with your employer on health and safety,
3. Correctly using work items provided by your employer, including personal protective equipment, in accordance with training or instructions, and
4. Not interfering with or misusing anything provided for your health, safety and welfare.

*All schools within the Warriner Multi Academy Trust are committed to safeguarding and promoting the welfare of children and young people and requires all staff and volunteers to share and demonstrate this commitment. The successful candidate will have to meet the requirements of the person specification and will be subject to pre-employment checks including an enhanced DBS check and satisfactory references. Please be aware that, we may carry out an online search, on shortlisted candidates only, in line with Keeping Children Safe in Education in order identify any incidents or concerns which are publicly available online. The Warriner Multi Academy Trust is an equal opportunities employer. It is an offence to apply for certain roles within schools if you are barred from engaging in regulated activity relevant to children. This post is exempt from the Rehabilitation of Offenders Act (1974).*