

Reports To: Principal		Department/Site: Learning Support	
Why	Job Summary Complete a Level 3 Teaching Assistant Apprenticeship by working under supervision and with support to provide high quality teaching and learning support to pupils.		
What	Main Responsibilities <ul style="list-style-type: none">• The on-going satisfactory completion of specified training units.• Assisting pupils with a variety of personal self-help skills that are part of every day school experience and reporting progress or difficulties.• Supervising the activities of individuals or groups of pupil wherever these are planned to take place around the Academy.• Supporting pupils' needs during off-site visits under the direction of the Teacher.• Assisting pupils in the use of all classroom resources to ensure full participation.• Establishing and maintaining consistent and positive relationships with pupils and interacting with them according to individual needs.• Providing frequent feedback and praise to pupils in relation to progress and all forms of achievement.• Ensuring the health and safety of all pupils at all times.• Reporting any pupil problems to their class teacher(s).• Preparing curriculum equipment and learning resources for the classroom, as directed by the teacher.		
How	<u>Competencies</u>		<u>Personal Attributes</u> (level expected when job is conducted to the required standard)
	Framework <i>Seeking to establish the framework and guiding principles; making a positive contribution to the wider life and ethos of the Trust.</i>	Act as role model demonstrating professionalism and consistent high expectations at all times which supports the ethos of the Trust	
		Recognise and respect difference between individuals and play their part in making the Academy/Trust more inclusive	
		Pro-actively checks work to prevent errors and achieve targets	
		Know the local arrangements concerning the safeguarding of children and young people and how to use them	
		Takes responsibility for own Health & Safety, ensuring immediate work environment is safe	
		Develop effective professional relationships with colleagues knowing how & when to draw on advice and specialist support	
		Demonstrate consistently the ethos and behaviour which are expected of all	
		Understands why it is important to follow policies and procedures and knows where to find them	
	Development <i>Monitoring, coaching, guiding and supporting teams and individuals, setting examples of desired behaviours.</i>	Participate in whole team/department training/induction events	
		Create a 'can-do' culture to raise aspiration for all	
		Takes responsibility for improving own working/teaching practices through appropriate professional development, responding to advice and feedback from colleagues	
	Leading <i>Providing direction to ensure that the resources are available to achieve results in the most effective way.</i>	Responsive to leadership and direction	
		Acts as a role model, upholding professional and courteous manner at all times	
		Receives direction and is able to follow instructions	
		Completes the tasks assigned which contribute to the delivery of specific results	
	Task Management <i>Establishing appropriate courses of action for oneself and others to accomplish.</i>	Receives tasks and knows who they are accountable to in their work	
		Is supported in planning daily workload	
		Prioritises within daily tasks	
	Communication <i>Providing direction to ensure that the resources are available to achieve results in the most effective way.</i>	Communicates effectively with children and colleagues. An active listener	
		Is numerate	
		Identifies problems and looks for support	

	Problem Solving/Decision Making <i>Able to identify a potential problem, propose and assess solutions and decide upon a course of action.</i>	Participates in team based decisions	
		Knows, understands and complies with procedures relating to information and confidentiality	
		Solves problems within own remit which does not affect others	
		Seeks support when immediate decisions are required	
	Interfaces	Internal/External	Seek opportunities to collaborate with other professionals beyond the Academies and across the Trust.
		Financial impact/budget	Ensure resources are affordable and available to achieve improvement plans and stated strategic objectives.
		English Language Fluency	An ability to converse at ease with all customers and provide accurate advice in order to fulfill all spoken aspects of the role through the medium of spoken English.
	Education, Qualifications and Experience (EQE)	Minimum of grade C/4 in maths and English at GCSE level (or equivalent qualification); excellent IT skills and competency in the use of the Microsoft Office package.	
	Safeguarding	All adults employed by the Trust are responsible for safeguarding and promoting the welfare of children they are responsible for or come into contact with. As such, all employees will undergo relevant background checks, including a Disclosure and Barring Service (DBS) Enhanced check with Barred List Check, in order to satisfy our statutory obligations.	

Whilst every endeavor has been made to outline all the duties and responsibilities of the post, this document does not specify every item in detail. Where broad headings have been used, all associated duties are naturally included in the job description.