

## **JOB DESCRIPTION**

<b>SCHOOL:</b>	King Offa Primary Academy
<b>JOB TITLE:</b>	Teaching Assistant ( <b>TA2</b> )
<b>GRADE:</b>	SS Grade 3, scale point 7, pro rata
<b>HOURS:</b>	Part-time, Term-time only Monday – Friday, 8:30am-3pm, 30hrs 50minutes

### **MAIN PURPOSE OF JOB:**

King Offa Primary Academy is a school that has transformed in recent years. Our pupils make exceptional progress and we are in the top twenty percent of schools nationally for our outcomes. Our pupils come from a diverse range of backgrounds and work together to make King Offa a thriving learning community.

Due to the growth of our school, we are looking to appoint a passionate and committed Teaching Assistant to join the staff team.

We are looking for a Teaching Assistant, who:

- Will support the learning of small groups and individuals, with a varying range of learning needs and abilities, including those pupils with Education Health Care Plans (EHCPs)
- Will establish and maintain effective relationships with pupils and colleagues
- Are committed to improving standards for all pupils
- Will be an exemplary role-model for behaviour and have a sound work ethic
- Will assist colleagues with the preparation of learning and classroom resources
- Will promote the positive behaviour of all pupils, in the classroom and on the playground, and when and where appropriate, use strategies to manage behaviour effectively
- Will be committed to providing a safe learning environment for all pupils, built on mutual respect
- Will promote the acceptance and inclusion of the pupil(s) with SEN, encouraging pupils to interact with each other in an appropriate and acceptable manner
- Will support the use of ICT in learning activities
- Will promote high standards of English and Maths
- Will carry out and report on systematic observations of pupils to gather evidence of their knowledge, understanding and skills upon which the teacher makes judgements about their stage of development and provide this feedback on the pupil(s)' learning and behaviour to the teacher/SENCO, including feedback on the effectiveness of the behaviour strategies adopted

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The successful candidates will be committed to the successful running of the school, by:

- Adhering to the school's security, ensuring the safety of all pupils
- Undertaking break-time and lunch-time duties
- Recognising and working to Confidentiality, Child Protection and Safeguarding procedures, Health and Safety and the school's other policies
- Being involved in extra-curricular activities, such as trips, visits and clubs and assisting with special school events, which could include celebration afternoons, sports days and open days
- Maintaining the appearance and ethos of the school, by completing classroom and corridor displays
- Completing routine administration activities, where necessary

We can offer you:

- An excellent environment to work and learn in
- A committed and supportive staff team
- Access to Aurora Academies Trust's bespoke plan for professional development
- Opportunities to work collaboratively with other schools in the Trust

This job description sets out the duties of the post at the time when it was drawn up. Such duties may vary from time to time without changing the general character of the duties or the level of responsibility entailed. Such variations are a common occurrence and cannot of themselves justify a reconsideration of the grading of the post.

Previous experience of the role is recommended but not essential.

Visits to the school are welcomed. Further information about the role can be found via our website <http://kingoffprimaryacademy.org/recruitment-2/>

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**PERSON SPECIFICATION**

**SCHOOL:** King Offa Primary Academy

**JOB TITLE:** Teaching Assistant (**TA2**)

**GRADE:** SS Grade 3, scale point 7, pro rata

**HOURS:** Part-time, Term-time only  
Monday – Friday, 8:30am-3pm, 30hrs 50minutes

	<b>Essential Criteria</b>	<b>Desirable Criteria</b>	<b>Method of Assessment/ Source of Information</b>
<b>Key Skills &amp; Abilities</b>	<ul style="list-style-type: none"> <li>• Ability to use language and other communication skills that pupils can understand and relate to</li> <li>• Ability to establish positive relationships with pupils and empathise with their needs</li> <li>• Ability to demonstrate active listening skills</li> <li>• Ability to consistently and effectively implement agreed behaviour management strategies</li> <li>• Ability to provide levels of individual attention, reassurance and help with learning tasks as appropriate to pupils' needs, encouraging the pupil to stay on task</li> </ul>		<ul style="list-style-type: none"> <li>• Application/ Interview</li> </ul>

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	<ul style="list-style-type: none"><li>• Ability to monitor the pupils' response to the learning activities and, where appropriate, modify or adapt the activities as agreed with the teacher to achieve the intended learning outcomes</li><li>• Ability to carry out and report on systematic observations of pupils' knowledge, understanding and skills</li><li>• Ability to assist in the recording of lessons and assessment as required by the teacher</li><li>• Ability to offer constructive feedback to pupils to reinforce self-esteem</li><li>• Ability to work effectively and supportively as a member of the school team</li><li>• Ability to work within and apply all school policies e.g. behaviour management, child protection, Health &amp; Safety, Equal Opportunities etc</li></ul>		
<b>Education &amp; Qualifications</b>	<ul style="list-style-type: none"><li>• A good standard of education particularly in English and Mathematics</li></ul>	<ul style="list-style-type: none"><li>• NVQ Level 2 for Teaching Assistants or equivalent</li></ul>	<ul style="list-style-type: none"><li>• Application/ Interview</li></ul>

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<b>Knowledge</b>	<ul style="list-style-type: none"><li>• Knowledge of the legal and organisational requirements for maintaining the health, safety and security of yourself and others in the learning environment</li><li>• Knowledge of SEN Code of Practice</li><li>• Knowledge of strategies to recognise and reward efforts and achievements towards self-reliance that are appropriate to the age and development stage of the pupils</li></ul>	<ul style="list-style-type: none"><li>• Where appropriate, to know and apply positive handling techniques</li></ul>	<ul style="list-style-type: none"><li>• Application/ Interview</li></ul>
<b>Experience</b>	<ul style="list-style-type: none"><li>• Experience of supporting children in a classroom environment, including those with special educational needs</li><li>• Experience of using Information Technology to support pupils in the classroom</li></ul>		<ul style="list-style-type: none"><li>• Application/ Interview</li></ul>
<b>Personal Attributes</b>	<ul style="list-style-type: none"><li>• Willingness to participate in further training and developmental opportunities offered by the school and county, to further knowledge</li><li>• Willingness to maintain confidentiality on all school matters</li></ul>		<ul style="list-style-type: none"><li>• Application/ Interview</li></ul>

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