|  |  |
| --- | --- |
| **Post Description:** | |
| **Post title:** | **Teaching Assistant** |
| **Responsible to:** | Head of School |
| **Liaising with:** | Teachers, Other TA’s |
| **Pay range:** | SCP 3-5 |
| **Contract terms:** | Permanent, term time only |

|  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |
| --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- |
| **Job Purpose**  Our school is in need of a Teaching Assistant to help with the general supervision and management of students. You will work under the direction of the classroom teacher and be expected to assist with the implementation of instructional plans. The successful candidate will be ready to work with all students to promote educational, social and emotional development. The ideal applicant will be caring, patient and understanding. The Teaching Assistant must be attentive to the unique needs of each student and be able to identify proper solutions when students encounter issues. You should have strong interpersonal skills, as you’ll be collaborating with other teachers, working with students and talking to families. We’re committed to building brighter futures, and we’re hoping you’re excited to be part of that experience.  **Responsibilities include:**  Teaching Assistant responsibilities  • Assist with classroom instruction and provide support and guidance to students  • Maintain a supportive, safe and clean classroom environment  • Design and implement a classroom system to track student progress, and take steps to ensure academic progress is where it should be  • Supervise students during non-classroom time and arrange recreational activities  • Work closely with the head teacher to identify issues students are having and develop appropriate solutions  • Attend teacher meetings and training sessions, as well as parent-teacher conferences  Teaching Assistant skills  • Experience working in a school or educational setting  • Excellent verbal and written communication skills  • Great collaboration and teamwork skills  • Basic computer skills  • A positive, empathetic and loving attitude   |  |  | | --- | --- | | Compiled by: | Revision Number | | Approved by: | Revision Date \_\_\_/\_\_\_/\_\_\_ |  |  |  |  | | --- | --- | --- | | Attribute | Essential | Desirable | | **Qualifications and training** |  | * Experience working with children * Level 2 teaching assistant qualification * First aid training | | **Experience** | * Working in a similar environment | * Working and communicating with student and staff | | **Knowledge and skills** | * Demonstrate successful behaviour management * Safeguarding policies and procedures * Talk to both children and adults in a calm manner * Be able to encourage high standards of behaviour at all times * Undertake appropriate training as required * Ability to lone work or as part of a team | * Knowledge of child development and social interaction | | **Personal qualities** | * Reliable and punctual * Tactful and understands confidentiality | * Well organised * Tolerant | |

**Additional duties**

Whilst every effort has been made to explain the main duties and responsibilities, please note that this is illustrative of the general nature and level of responsibility of the work to be undertaken, commensurate with the grade. It is not a comprehensive list of all tasks that the post holder will carry out. Employees will be expected to comply with any reasonable request from a manager to undertake work of a similar level that is not specified in this job description.

**N.B.** The post holder will carry out his/her responsibilities in accordance with the Trust’s equal opportunities policy.

This job description is provided to assist the post holder to know what his/her duties are. It may be amended from time to time without change to the level of responsibility appropriate to the grade of the post.

**About East Midlands Academy Trust**

All staff should be committed to the school and East Midlands Academy Trust’s purpose, values and objectives.

A diagram of a pyramid

Description automatically generated

**Health and Safety**

So far as is reasonably practical, the post holder must ensure that safe working practices are adopted by employees, and in premises/work areas for which the post holder is responsible, to maintain a safe working environment for employees and learners.

**Safeguarding**

EMAT is committed to the safeguarding of its young persons and expects all staff, volunteers and adults to work within the parameters of the policies and procedures as agreed by the Board of Trustees to ensure the safety of all young persons within its care.

**Equal Opportunities**

It is the policy of EMAT to provide equal opportunities for all individuals; to prohibit discrimination in employment on any basis protected by applicable law, including but not limited to race, religious creed, marital status, sex, sexual orientation, ancestry, national origin, age, medical condition or disability. EMAT promotes equal employment opportunities in all aspects of employment through positive employment policies and practice.

If any special requirements are needed to attend an interview, please inform the trust.