### WICKERSLEY PARTNERSHIP TRUST
#### Job and Person Profile: Teaching Assistant

<table>
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<tr>
<th>Grade: Band C</th>
<th>Hours of Work: 16 / 27.5 per week</th>
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<tbody>
<tr>
<td>Status: Temporary/permanent</td>
<td>Location: Rawmarsh Ashwood Primary</td>
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<tr>
<td>Responsible to: Headteacher</td>
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#### Key Duties/Areas of Responsibility

**Main Purpose**
To work under the direction and instruction of appropriate Teaching Staff or appropriate Teaching Assistant staff to support access to learning for pupils and provide general support in the management of pupils and the classroom. To assist in promoting the learning and personal development of the pupil to whom you are assigned, to enable them to make best use of the educational opportunities available to them.

**Duties and Responsibilities**
1. **Support for pupils**
   (i) Attend to the pupils’ personal needs and implement related personal programmes including social, health, physical, hygiene, first aid and welfare matters.
   (ii) Supervise and support pupils, ensuring their safety and access to learning.
   (iii) Establish good relationships with pupils, acting as a role model and responding appropriately to individual needs.
   (iv) Promote the inclusion and acceptance of all pupils.
   (v) Encourage pupils to interact with others and engage in activities led by the teacher. (vi) Encourage pupils to act independently as appropriate.

2. **Support for the Teacher**
   (i) Prepare the classroom, as directed, for lessons and clear afterwards and assist with the display of pupils’ work.
   (ii) Be aware of pupil problems/progress/achievements and report to the Teacher as agreed.
   (iii) Undertake pupil record keeping as requested.
   (iv) Support the Teacher in managing pupil behaviour, reporting difficulties as appropriate.
   (v) Gather/report information from/to Parents/Carers as directed.
   (vi) Provide clerical/administrative support e.g. photocopying, typing, filing, collecting money etc.

3. **Support for the Curriculum**
   (i) Support pupils to understand instructions. (ii) Support pupils in respect of local and national learning strategies, e.g. literacy, numeracy, , Early Years as directed by the Teacher. (iii) Support pupils in using basic ICT as directed. (iv) Prepare and maintain equipment/ resources as directed by the Teacher and assist pupils in their use.

4. **Support for the School**
   (i) Be aware of and comply with policies and procedures relating to Child Protection, health, safety and security, confidentiality and data protection, reporting all concerns to an appropriate person in accordance with policy.
   (ii) Be aware of and support difference and ensure all pupils have equal access to opportunities to learn and develop.
   (iii) Contribute to the overall ethos / aims of the school.
   (iv) Support the role of other professionals.
   (v) Attend relevant meetings as required.
(vi) Participate in training and other learning activities and performance development as required.
(vii) Assist with the supervision of pupils out of lesson times including before and after school and at lunchtimes.
(viii) Accompany teaching staff and pupils on visits, trips and out of school activities as required.

Any other duties as required by the Head Teacher or Line Manager

General
Postholders will be required to undertake the completion of the Teaching Assistant Induction Programme and basic skills training provided by the School. Appropriate knowledge of First Aid will be required.

This is an outline job profile only and the post holder will be expected to undertake duties commensurate within the range and grade of the post or any lesser duties as directed by the Headteacher. The aim of the job profile is to indicate the general purpose and level of responsibility of the post. Duties may vary from time to time without changing the character of the post or general level of responsibility.

Job Specific Notes

A Disclosure and Barring Service Check at an Enhanced Level is required

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<tr>
<th>E = Essential</th>
<th>D = Desirable</th>
<th>Person Profile * indicates shortlisting criterion</th>
<th>Essential/Desirable</th>
<th>Shortlisting criteria</th>
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</table>

Knowledge, Experience and Skills

- A positive approach to working with children | E | √ |
- Knowledge and understanding of child development and needs | E | √ |
- Able to encourage and enable others to develop their full potential | E | √ |
- Effective communication, interpersonal and organisational skills | E | √ |
- Awareness of the need to maintain confidentiality in all school matters | E | √ |
- A strong regard for pupil safety and wellbeing | E | √ |
- Team-teach trained or willing to undertake training | E | √ |
- Able to establish positive relationships with all involved in the school | E |
- Demonstrates good organisational skills | E |
- Supporting children with SEN | D |
- Experience of working in a school setting | D |

Qualifications

- GCSE or equivalent in English and Mathematics | E | √ |
- TA specific qualification equivalent to NVQ Level 2 or 3 | E | √ |
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<th>Appropriate knowledge of First Aid or willingness to undertake appropriate training</th>
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<td>Evidence of continued professional development</td>
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**Personal Qualities**

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<th>A friendly, helpful, caring and flexible approach</th>
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<tr>
<td>Open-mindedness and patience</td>
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<td>Honest, reliable and punctual</td>
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**Personal/Physical Requirements**

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<th>No serious health problem which is likely to impact upon job performance (that is one that cannot be accommodated by reasonable adjustments).</th>
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<td>Good sickness/attendance record in current/previous employment, college or school as appropriate (not including absences resulting from disability).</td>
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NB: Health and attendance criteria will only be assessed following an offer of appointment. (Equality Act 2010)