

Brighter Futures Learning

Partnership Trust

**APPLICATION INFORMATION**

Contents:

**Job Description**

**Person Specification**

**How to Apply**



Job Description

**JOB TITLE: Teaching Assistant**

**BAND: 5, Scale Points 4-6**

**RESPONSIBLE TO: Miss C Robinson, Headteacher**

**Overall Responsibility:**

* Provide individual/group support to pupils as and when required
* Cover class teacher’s PPA afternoon, delivering pre-planned work as set by teacher
* To cover first aid and playground duty when required
* To undertake school visits as required e.g. school visits
* To make a contribution to the wider life of school i.e. support at school events

**Main purpose of the post**

To work under the instruction and guidance of teaching staff, to implement agreed programmes of work with individuals/groups, in or out of the classroom.

**Main Duties**

* Deliver local and national learning strategies and make effective use of opportunities provided by other learning activities to support the development of pupils’ skills
* To assist the teacher in the raising of attainment by ensuring that all pupils have equal opportunity to fulfil their full potential and work as a member of the team to ensure a high standard of education provision for pupils
* Under the direction of the teacher assist in maximising the use of ICT in the learning process
* To establish constructive working relationships with pupils, setting high expectations and acting as a positive role model and foster enjoyment, enthusiasm and independence in learning.
* To promote inclusion and contribute to the development of confident, caring pupils who show a sense of responsibility and pride in themselves and the school.
* To assist in the provision of a welcoming, stimulating environment and the smooth running of the school.
* To be responsible for promoting and safeguarding the welfare of children and young people within the school.
* Undertake duties of a TA as specified within the school
* To provide learning support for pupils with SEND, to help them learn effectively as individuals, in groups or whole class situations
* Select and prepare resources necessary to lead learning activities, taking account of pupils’ interests and language and cultural backgrounds
* To encourage pupils to interact and work co-operatively with others and promote independence, confidence and self esteem
* To provide feedback to pupils in relation to progress and achievement
* Develop effective professional relationships with all key stakeholders including colleagues/parents/partners/external bodies and the wider community.
* Demonstrate consistent high standards of personal and professional conduct, acting within the statutory frameworks which set out their professional duties and responsibilities and make a positive contribution to the wider life and ethos of the school
* Manage records, information and data producing analysis and reports

**These duties and responsibilities should be regarded as neither exhaustive nor exclusive, as the postholder may be required to undertake other reasonably determined duties and responsibilities commensurate with the grading of the post, without changing the general character of the post. Dependant on need, you may be deployed across the Trust**



Person Specification

**JOB TITLE:** Teaching Assistant

**BAND:** 5, scale points 4-6

**RESPONSIBLE TO:** Headteacher

|  |  |  |
| --- | --- | --- |
| ***Experience***  | **Essential** | **Desirable** |
| * Previous sustained experience in KS1/KS2 employed in a school.
* Proficient user of ICT to enhance learning in class and remotely
* Experience covering a class following the teacher’s planning.
* Experience and proven impact of running Intervention/Catch-up groups
* Experience of working with children in different key stages
 | **✓****✓****✓****✓****✓****✓****✓****✓****✓** | **✓** |
| **Qualifications** |  |  |
| * GCSE Maths and English.
* NVQ L2 or equivalent or relevant qualification above.
* Recent training in supporting aspects of teaching and learning in KS1/KS2
* First Aid Certificate.
* NVQ L3 or equivalent
 | **✓****✓****✓** | **✓****✓** |
| **Personal qualities** |  |  |
| **Personal qualities:*** Ability to work as part of a team.
* Flexibility and resilience.
* Ability to self-evaluate own practice and learning needs.
* Commitment and dedication
* To keep abreast of local/national initiatives in education.
 | **✓****✓****✓****✓** | **✓** |

|  |  |  |
| --- | --- | --- |
| **Knowledge and Skills** | **Essential** | **Desirable** |
| * Secure knowledge of school policies and procedures.
* Understanding of Child Protection Procedures and KCSIE.
* Secure knowledge of Early Years/Primary curriculum and end of key stage expectations.
* Knowledge of Read, Write Inc phonics programme.
 | **✓****✓****✓** | **✓** |



**How to Apply**

Thank you for considering joining our trust. If you feel you are the person we are looking for, please complete a Brighter Futures Learning Partnership Trust application form **(CV’s will not be accepted for this post)** and add a concise letter of no more than two sides of A4 addressing the following:

* why you are applying for this position
* how your experience to date will enable you to successfully take on the role.

**Applications should be received by 30th September 2022**

**Good luck with your application.**

