

*"We provide as wide a framework in the sky as possible so that students and staff can fly.  
This produces exciting, creative and innovative work from The Federation Family".*

## **Job Description**

**Post title:** Teaching Assistant.

**Primary location:** White Cliffs Primary School.

**Reporting to:** Assistant Principal and Inclusion Manager.

**Liaising with:** Principal of School/College, Multi Academy Trust (DFA MAT) Leadership Team, School/College Leadership Team, Assistant Principals, teaching and support staff, external agencies, pupils and parents.

**Responsibilities:** Support for the College/School:

- To enhance the learning of pupils who have a wide range of learning needs.
- To support the teaching staff in enabling the pupils to gain independence and participate fully in the curriculum and general life of the College/School.
- To be adaptable and have empathy but also follow the College/Schools' "positive discipline" guidelines.
- To participate in planning and evaluating support, as appropriate and to have a thorough understanding of plans, routines and differentiation.
- To work as part of a flexible and supportive team to further the ethos of the school.
- To undertake relevant training to enhance personal development and use the knowledge to benefit College/School.
- To liaise with the Class Teacher and Inclusion Manager.
- Keep appropriate records of support given, contributing to weekly liaison meetings, collating individual targets and reviewing those targets when required, attending annual and transitional reviews as required, generating reports and conducting observations if asked.
- To undertake specific tasks as asked by the Inclusion Manager.
- To participate in the implementation of individual learning programmes as set by the teacher and/or Inclusion Manager.
- To assist with general organisation and preparation of resources and the learning environment.
- To undertake playground duties in accordance with the timetable.
- To undertake lunch duties as directed.

### Support for the Pupils:

- To support pupils who have Additional Educational Needs or physical difficulties to work independently in the company of other pupils across the curriculum and ensure they are able to achieve their potential.
- To work with small and large groups of pupils on activities as directed by the class teacher, in and out of the classroom.

### Support for the Curriculum:

- To support the delivery of the literacy and mathematics strategy along with other aspects of both the National Curriculum and the enhanced curriculum offered by the College/School.

Competencies:	<p>To exhibit and promote the following:</p> <ul style="list-style-type: none"> <li>▪ Flexibility.</li> <li>▪ Initiative.</li> <li>▪ Confidence.</li> <li>▪ Creating trust.</li> <li>▪ Developing potential.</li> <li>▪ Respect for others.</li> <li>▪ Team working.</li> <li>▪ Understanding others.</li> <li>▪ Challenge and support.</li> <li>▪ Drive for improvement.</li> <li>▪ Impact and influence.</li> <li>▪ Managing pupils.</li> <li>▪ Passion for learning.</li> </ul>
Quality assurance:	<ul style="list-style-type: none"> <li>▪ To help to implement College/School/DFA MAT quality procedures and to adhere to those.</li> <li>▪ To contribute to the process of monitoring and evaluation in line with agreed College/School/DFA MAT procedures, including evaluation against quality standards and performance criteria. To seek/implement modification and improvement where required.</li> <li>▪ To review from time to time methods and programmes of work.</li> <li>▪ To take part, as may be required, in the review, development and management of activities relating to your area of employment.</li> </ul>
Management information:	<ul style="list-style-type: none"> <li>▪ To maintain appropriate records and to provide relevant accurate and up-to-date information as required.</li> </ul>
Management of resources:	<ul style="list-style-type: none"> <li>▪ To contribute to the process of the ordering and allocation of equipment and materials.</li> <li>▪ To assist your Line Manager to identify resource needs and to contribute to the efficient/effective use of physical resources.</li> <li>▪ To co-operate with other staff to ensure a sharing and effective usage of resources to the benefit of the College/School/DFA MAT, department and the pupils.</li> </ul>
Staff development:	<ul style="list-style-type: none"> <li>▪ To take part in the College/School/DFA MAT's staff development programme by participating in arrangements for further training and professional development.</li> <li>▪ To continue personal development in the relevant areas.</li> <li>▪ To engage actively in the Performance Management Review process.</li> <li>▪ To ensure the effective/efficient deployment of resources.</li> <li>▪ To work as a member of a designated team and to contribute positively to effective working relationships within the College/School/DFA MAT.</li> </ul>
Welfare of children:	<p>To have responsibility and commitment for safeguarding and promoting the welfare of children and young people that you are responsible for or come into contact with and to inform the DCPC of any child protection issues that may arise.</p>
Other specific duties:	<ul style="list-style-type: none"> <li>▪ Undertake such duties as may from time to time be reasonably assigned by the Chief Executive Officer operating within the provision of the Pay and Conditions of Employment.</li> <li>▪ To play a full part in the life of the College/School/DFA MAT community, to support its distinctive mission and to encourage staff and pupils to follow this example.</li> <li>▪ To promote actively the corporate policies and show loyalty to the College/School/DFA MAT.</li> <li>▪ To continue personal development as agreed.</li> <li>▪ To undertake general first aid training if required.</li> <li>▪ To comply with the College/School/DFA MAT's Health and Safety policy and undertake risk assessments as appropriate.</li> </ul>

This job description is not necessarily a comprehensive definition. It will be reviewed periodically and when appropriate it may be subject to change or modification at any time after consultation.