



<b>Post title</b>	Teaching Assistants – Level 1, Level 2 and Level 3
<b>Salary and grade:</b>	Level 1 – Band C £16,218 pro rata (£23,114 FTE) Level 2 – Band D £16,489 - £16,764 pro rata (£23,500 - £23,893 FTE) Level 3 – Band E £17,046 - £18,228 pro rata (£24,294 - £25,979 FTE)
<b>Hours</b>	30 hours per week, term time only + training days. Fixed term and Permanent positions available.
<b>Line manager/s:</b>	Class Teacher, members of the Senior Leadership and the governing body.

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### **Main purpose of the job:**

To work under the direction and instruction of appropriate teaching staff to support access to learning for pupils and enable their progress. To provide general support in the management of pupils and the classroom.

You will be committed to safeguarding and promoting the welfare of children, young people and adults (DBS checks are compulsory).

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### **Key duties and responsibilities**

Responsible to the Class Teacher and Senior Leadership Team for providing support to pupils, the Class Teacher, the curriculum and school.

#### *All levels*

- 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.
- Be aware of and support difference and ensure all pupils have equal access to opportunities to learn and develop.
- Contribute to the overall ethos, work and aims of the school.
- Appreciate and support the role of other professionals.
- Attend and participate in relevant meetings as required.
- Participate in training and other learning activities and performance development as required.
- Assist with the supervision of pupils out of lesson times, including before and after school and at lunchtime.
- Accompany teaching staff and pupils on visits, trips and out of school activities as

required and take responsibility for a group under the supervision of the teacher.

- To undertake other duties and responsibilities as required from time to time commensurate with the grade of the post.

### **Support for pupils:**

#### *Level Three*

- Ensuring that pupils' have access to personal programmes including social, health, physical, hygiene, first aid and welfare matters.
- Supervise and provide support pupils, including those with special needs, ensuring their safety and access to learning.
- Establish constructive relationship with pupils and interact with them according to their individual needs.
- Promote the inclusion and acceptance of all pupils.
- Encourage pupils to interact with others and engage in activities.
- Set challenging and demanding expectations and promote self-esteem and independence.
- Provide feedback to pupils in relation to progress and achievement.
- Willingness to undertake Keyworker training and responsibilities associated with this role.

#### *Level Two*

- Attend to the pupils' personal needs and implement related personal programmes including social, health, physical, hygiene, first aid and welfare matters.
- Supervise and provide support for pupils, including those with special needs, ensuring their safety and access to learning.
- Assist with the development and implementation of Individual Education Plans and behaviour plans.
- Establish constructive relationships with pupils and interact with them according to their individual needs.
- Promote the inclusion and acceptance of all pupils.
- Encourage pupils to interact with others and engage in activities led by the Class Teacher.
- Set challenging and demanding expectations and promote self-esteem and independence.
- Provide feedback to pupils in relation to progress and achievement under the guidance of the teacher.
- Willingness to undertake Key Working training and responsibilities associated with this role.

#### *Level One:*

- Supervise and support pupils, ensuring their safety and access to learning.
- Attend to the pupils' personal needs and implement related personal programmes including social, health, physical hygiene, first aid and welfare matters.
- Establish good relationships with pupils, acting as a role model and responding appropriately to individual needs.

## Support for the Teacher:

### *Level Three*

- Ensure that the classroom is a purposeful, orderly and supportive environment, in accordance with lesson plans and assist with the display of pupils' work.
- Use strategies, in liaison with the teacher, to support pupils to achieve learning goals.
- Assist with the planning of learning activities.
- Monitor pupils' responses to learning activities and accurately record achievement and progress as directed.
- Ensure regular and detailed feedback to teachers on pupils' achievement and progress is provided.
- Promote good pupil behaviour, dealing promptly with conflict and incidents in line with established policy and encourage pupils to take responsibility for their own behaviour.
- Establish constructive relationships with parents and carers.
- Maintain accurate pupils' records.

### *Level Two:*

- Create and maintain a purposeful, orderly and supportive environment, in accordance with lesson plans and assist with the display of pupils' work.
- Use strategies, in liaison with the teacher, to support pupils to achieve learning goals.
- Assist with the planning of learning activities.
- Monitor pupils' responses to learning activities and accurately record achievement and progress as directed.
- Provide regular and detailed feedback to teachers on pupils' achievement and progress.
- Promote good pupil behaviour, dealing promptly with conflict and incidents in line with established policy and encourage pupils to take responsibility for their own behaviour.
- Establish constructive relationships with parents and carers.
- Provide clerical and administration support e.g. photocopying, typing, filing, collecting money.

### *Level One:*

- Assist in ensuring that the learning environment is safe and purposeful for the pupils at the beginning and end of the day.
- Ensure that all resources and equipment are clean, hygienic and ready for use.
- To support children and young people in all areas of learning under the direction of the Teacher or HLTA.
- Monitor pupils responses to learning activities and record achievement and progress as directed.
- To encourage positive behaviour for learning.

## **Support for the curriculum:**

### *Level Three*

- Undertake structured and agreed learning activities and teaching programmes, adjusting activities according to pupil responses.
- Undertake programmes linked to local and national learning strategies e.g. literacy, numeracy, KS3, Early Years, recording achievement and progress and feeding back to the teacher.
- Prepare, maintain and use equipment and resources required to meet the lesson plans and relevant learning activity and assist pupils in their use.
- Willingness to supervise whole classes occasionally during the short-term absence of a teacher.
- To lead and manage an area of responsible in relation to the school's improvement plan

### *Level Two*

- Undertake structured and agreed learning activities and teaching programmes, adjusting activities according to pupil responses.
- Undertake programmes linked to local and national learning strategies e.g. literacy, numeracy, KS3, Early Years, recording achievement and progress and feeding back to the teacher.
- Prepare, maintain and use equipment and resources required to meet the lesson plans and relevant learning activity and assist pupils in their use.

### *Level One*

- Undertake structured and agreed learning activities and teaching programmes with individuals.
- Awareness of the current legislation regarding the curriculum, for example, National Curriculum, EYFS Curriculum and Accreditation.

## **Equal opportunities**

We are committed to achieving equal opportunities in the way we deliver services to the community and in our employment arrangements. We expect all employees to understand and promote this policy in their work.

## **Health and safety**

All employees have a responsibility for their own health and safety and that of others when carrying out their duties and must help us to apply our general statement of health and safety policy.

## **Safeguarding**

Nexus Multi Academy Trust is committed to safeguarding and promoting the welfare of children and young people and expects all staff and volunteers to share this commitment.

## Information for Candidates

**Closing Date: Monday 10<sup>th</sup> June 2024 at midday**

**Interview Date(s): W/C Monday 17<sup>th</sup> June 2024**

### **How to Apply:**

If you would like to apply for one of our Teaching Assistant posts, please do so by completing an application form which can be found on our Vacancy page - [Kelford Vacancies](#)

Your statement in support of your application, as a guide, should be around 2 pages long and should address the selection criteria detailed in the Person Specification.

**Please detail on your application which level of Teaching Assistant you are interested in. You can apply for more than one level. All posts are 30 hour posts but if you are interested in part time hours, please indicate this on your application also.**

The application form plays a crucial part in the selection process, both in deciding whether you will be invited to an interview and at the interview itself. It is vital that you complete this form as fully and accurately as possible. We will not make any assumptions about your experience, knowledge, skills and abilities to do the job. Please ensure you read the Advertisement, Job Description, Person Specification and other accompanying information carefully before you start. All parts of the application form must be completed.

We reserve the right to close this vacancy early should we receive an overwhelming response.