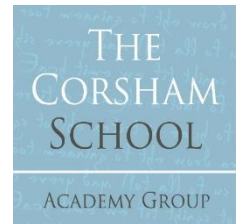


THE CORSHAM SCHOOL ACADEMY GROUP
A Multi Academy Trust

Corsham Regis Primary Academy
JOB DESCRIPTION



Teaching Assistant (TA)

PURPOSE OF JOB:

Under the direction of the TA Line Manager and Classroom Teacher(s) support students in a mainstream school to access learning.

Act as an integral part of the school support staff team and as such to make a contribution to the overall aims of the school, working within the agreed policies and procedures of the academy.

WORK SCHEDULE:

Monday - Friday: 8.40am – 3.10pm with 30 minutes unpaid for lunch

Term time only

MAIN EMPLOYMENT DUTIES:

- Getting the classroom ready for lessons and clearing away afterwards so as to maintain a safe and clean environment.
- Assisting Teachers in preparing the lesson materials and school equipment.
- Recording and reporting a pupil's progress to the Teacher.
- Helping pupils stay focused during class hours.
- Supervising group activities, sports events and school outings.
- Helping Teachers manage student behaviour.
- Looking after children who are unwell or upset.
- Providing a healthy and safe learning environment for children.

This is not an exhaustive list and some changes to both Job Description and duties may occur.

KEY RESPONSIBILITIES:

Contribute to the ethos and aims of the School

- To be aware of and understand the School's Equal Opportunities, Race Equality, Whistleblowing, ICT and Safeguarding Policies (available electronically through SharePoint) ensuring at all times that the duties of the post are carried out in accordance with School Policies.
- To ensure compliance with all Health and Safety legislation, risk assessments and associated codes of practice and school policies.
- To review and develop working practice by developing and maintaining effectiveness as a member of the school staff through taking responsibility for own continuing professional development.
- To work effectively with both teaching and support staff, applying own strengths and expertise to contribute positively to the overall aims and objectives of the school.
- To undertake any duty or responsibility that the Headteacher, Line Manager and the Business Manager asks relevant to the school's needs as required and are commensurate with the grade.

Working relationships and contacts

- To develop and maintain working relationships with other professionals.
- To liaise with parents, students, local authorities, external agencies and suppliers as well as members of the public to provide information and to answer queries.

Skills/Qualifications:

Please refer to the Person Specification for full details. Please note all original qualification certificates will need to be presented on the day of interview for verification and production of these certificates' forms part of the conditional offer checks.

Further Information:

Scale Point

All staff start at the first scale point within their salary grade and receive annual increments until the top of scale is reached.

Pension

As an employer of the Local Government pension scheme, the postholder will be automatically enrolled into the Wiltshire Pension Scheme. The School pays a contribution of salary into the LGPS – this is an additional remuneration benefit.

Confidentiality

Some of the work undertaken within the School is of a highly confidential nature. The postholder must at all times maintain confidentiality and work within the School's data protection parameters.

Annual Appraisal

All staff undergo an annual appraisal as part of performance management at The Corsham School Academy Group.

The Corsham School Academy Group is committed to safeguarding and promoting the welfare of young people and all appointments are subject to Disclosure Barring Service checks, medical and satisfactory references as part of standard pre-employment checks.

TEACHING ASSISTANT

Person Specification

	Essential	Desirable
QUALIFICATIONS AND ATTAINMENTS	*GCSE's or equivalent in Maths and English	Evidence of further interest in school based initiatives e.g. literacy/numeracy/ inclusion Evidence of education after leaving school
EXPERIENCE	Evidence of successful experience with children to encourage and promote/reinforce self esteem	Evidence of successful and varied experience of managing activities with children
SPECIFIC SKILLS AND ABILITIES	Ability to motivate, encourage and develop children of differing abilities, particularly those children with very weak literacy, numeracy, and social skills across the whole curriculum.	Ability to differentiate and to adapt tasks which assist children in the weaker areas e.g. languages, reading, spelling and handwriting to ensure they access the curriculum. Desire to develop Teaching Assistant skills by attending relevant training courses. Experience of primary age children. Current driving licence.
PERSONAL QUALITIES	Conscientious Flexible Good communicator Sense of Humour Sensitivity Patience Good Team Member	To attend out of school Activities. ICT skills
SAFEGUARDING CHILDREN AND YOUNG PEOPLE	Hold a current DBS Enhanced Disclosure or be in a position to undergo the DBS Clearance Process. A commitment to safeguarding and promoting the welfare of children and young people.	

* The Corsham School Academy Group will accept photocopies on application, but original certificates MUST be presented for verification the interview day.

CONFIRMATION OF RECEIPT

I confirm that I have read and understood the terms outlined in this statement and hereby accept the post on the conditions stated.

SignedDate.....