



WISE  
ACADEMIES  
We Inspire Success and Excellence

## Job description: Teaching Assistant

WISE Academies is committed to creating a diverse workforce. We will consider all qualified applicants for employment without regard to sex, race, religion, belief, sexual orientation, gender reassignment, pregnancy, maternity, age, disability, marriage or civil partnership.

### Job details

**Salary:** SCP 3 - 4  
**Reporting to:** Headteacher

### Job purpose

To include:

- 1:1 support to a pupil, preparing resources
- 1:1 curriculum delivery, working on areas of Passport to learning.

### Duties and Responsibilities

#### Main Duties

- |    |   |
|----|---|
| 1. | To provide a high standard of physical, emotional, social and intellectual care for the named pupil                                     |
| 2. | Support the classroom teacher to facilitate the active participation of the pupil in the academic and social activities of the school   |
| 3. | Contribute to raising standards of achievement for the pupil  |
| 4. | Contributing to the assessment of the pupils' progress and evaluate the pupil's development and keep records as directed by the teacher |
| 5. | Liaise with and support parents and other family members  |

6.	Uphold the WISE Academies philosophy and all safeguarding requirements, including ensuring that children are supervised at all times
7.	Assisting in the provision of a high quality environment to meet the needs of the child at each stage of development
<b><u>Support for the Teacher</u></b>	
1.	Raising awareness to teaching staff of the strengths and problems of the child
2.	Support as required with small group activities, which may/may not include the named child, as appropriate
3.	Assisting teaching staff in the monitoring, recording and evaluation of the child's progress, including providing feedback on observations undertaken
4.	Assisting in the completion of learning journals
5.	Assisting in the assessment of the named pupil
6.	Liaising with the SENCO and teaching staff, to identify the needs of the pupil
7.	Setting up and using equipment as required to maintain the pupil's needs and support their participation in learning tasks and activities
8.	Raising the awareness of academy staff to pressures on the pupil which may result in behavioural problems
9.	Contributing to compiling and maintaining pupil records to inform future planning
10.	Assisting in the review of the statement
11.	Carrying out appropriate schemes of work and programmes set by the teaching staff for the child and to assist in the preparation of learning materials for this purpose
12.	Managing the planning and programming of specific educational activities for the pupil
13.	Assisting in the preparation of work and other activities for the pupil in accordance with objectives set by teaching staff
<b><u>Support for the Pupil</u></b>	
1.	Using specialist knowledge to support the pupil
2.	Support the child during small group activities to ensure the pupil and other pupils in the group make appropriate progress during the task
3.	Assisting in the provision of activities for the fullest development of the pupil which may involve work outside the academy and in the local community
4.	Under the direction of teaching staff or senior colleagues, working independently with the pupil
5.	Undertaking duties in connection with personal hygiene and welfare of the pupil as directed by the teaching staff

6.	Applying considerable knowledge and understanding of the curriculum, age range, or SEN as determined by the SEN Code of Practice or the particular needs of the pupil
7.	Provide safe, stimulating play to meet the social, linguistic, creative, physical, imaginative, and emotional and needs of the child
<b><u>Support for the Academy</u></b>	
1.	Participating in meetings to review pupil progress and reporting to the meeting as required, on involvement with the named child
2.	Liaising with educational and health specialists, and outside agencies as required
3.	Assisting the academy in promoting, developing and enhancing its strategies and objectives
4.	Contributing to the academy's self-evaluation processes
<b><u>Professional Values and Practices</u></b>	
1.	Having high expectations of all pupils; respecting their social, cultural, linguistic, religious and ethnic backgrounds; and being committed to raising their educational achievement
2.	Treating pupils consistently with respect and consideration, and being concerned with their development as learners
3.	In line with the Trust policy and procedures, using behaviour management strategies which contribute to a purposeful learning environment
4.	Working collaboratively with colleagues as part of a professional team; and carrying out roles effectively, knowing when to seek help and advice from colleagues
5.	Reflecting upon and seeking to improve personal practice
6.	Working within the Trust policies and procedures and being aware of legislation relevant to personal role and responsibility in the academy
7.	Recognising equal opportunities issues as they arise and responding effectively, following the Trust policies and procedures
8.	Building and maintaining successful relationships with pupils, parents/carers and staff
9.	Assist in planning the curriculum
10.	Inform the Designated person (Child Protection) of any concerns
<b><u>Other</u></b>	
1.	To safeguard and actively promote the welfare of children
2.	Building and maintaining successful relationships with pupils, parents/carers and staff
3.	To carry out duties in accordance with full regard to the Trust policies and procedures
4.	Participating in schemes of assessment, professional development and review

5.	Attending meetings, liaising and communicating with colleagues in the academy, outside agencies and other relevant bodies
6.	Being an effective role model for the standards of behaviour expected of pupils
7.	The post-holder is required to respect the confidentiality of matters relating to learners and other members of staff. The post holder must be aware of and comply with the requirements of the Data Protection Act and Freedom of Information Act
8.	The post holder must comply with the Trust Health and Safety policies and procedures
9.	The post holder is required to undertake any training or CPD necessary or appropriate for the effective discharge of their responsibilities
10.	The post-holder will comply with the Trust policies on equality in all areas of activity

### Generic Duties relevant to all members of Staff

1.	<p><b>Working with colleagues and other relevant professionals</b></p> <ul style="list-style-type: none"> <li>• Communicate effectively with other staff members, and any key stakeholders</li> <li>• Collaborate and work with colleagues and other relevant professionals within and beyond the Trust</li> <li>• Develop effective professional relationships with colleagues</li> </ul>
2.	<p><b>Professional development</b></p> <ul style="list-style-type: none"> <li>• Keep personal knowledge and understanding relevant and up-to-date by reflecting on personal practice, liaising with the line manager and identifying relevant professional development to improve personal effectiveness</li> <li>• Take opportunities to build the appropriate skills, qualifications, and/or experience needed for the role, with support from the Trust</li> <li>• Take part in the Trusts appraisal and performance management procedures</li> </ul>
3.	<p><b>Personal and professional conduct</b></p> <ul style="list-style-type: none"> <li>• Uphold public trust in the education profession and maintain high standards of ethics and behaviour, within and outside school</li> <li>• Have proper and professional regard for the ethos, policies and practices of the Trust, and maintain high standards of attendance and punctuality</li> <li>• Demonstrate positive attitudes, values and behaviours to develop and sustain effective relationships with the Trust community</li> <li>• Respect individual differences and cultural diversity</li> </ul>
4.	<p><b>The Trust</b></p> <p>The Mission Statement of our Trust is <b>WE</b> are a family of schools who exist to <b>INSPIRE</b> each pupil to believe in themselves so they experience great <b>SUCCESS</b> through our commitment to <b>EXCELLENCE</b>. Our philosophy is one of boundless aspiration...the sky is the limit. All staff are expected to be committed to this statement in everything they do</p> <p>It is expected that all staff work collaboratively as members of the Trust to share good practice, resources and ideas and realise the Trust's visions and values</p>

	<p>All staff should act with professional integrity at all times, following the “Code of Conduct”</p> <p>Your base location will be identified in your offer of employment. However, you may be asked to work at any of the other Schools within the Trust and you should expect to travel between sites as required.</p>
<b>5.</b>	<p><b>Teaching and Learning</b></p> <p>This is our core principle and therefore it is an absolute priority. You are expected to support all teaching staff, irrespective of seniority, to ensure they concentrate on the core principle. This may mean undertaking tasks outside of your area of responsibility where required.</p>
<b>6.</b>	<p><b>Collective Responsibility</b></p> <p>At WISE Academies we are one team who, together, all commit to achieving our mission. All staff will be required to mirror our philosophy and take pride in offering a fantastic customer experience to all stakeholders As a WISE Team we always act with <b>Honesty, Integrity</b> and <b>Fairness</b> in everything we do.</p>
<b>7.</b>	<p><b>ICT</b></p> <ul style="list-style-type: none"> <li>● All staff will be expected to utilise ICT and to improve communication and reduce paper use</li> <li>● Security procedures must be followed when using ICT systems</li> <li>● All staff are expected to follow the procedures as laid out in the Trust’s Acceptable Use Policy. Staff are also expected to ensure that they follow Trust policies with regard to professional conduct when using ICT systems or Trust ICT equipment.</li> </ul>
<b>8.</b>	<p><b>Health and Safety</b></p> <ul style="list-style-type: none"> <li>● Employees are required to work in compliance with the Academy’s Health &amp; Safety Policies and under the Health and Safety At Work Act 1974 (as amended), ensuring the safety of all parties they come into contact with, such as members of the public, in premises or sites controlled by the Trust</li> <li>● In order to ensure compliance, procedures should be observed at all times under the provision of safe systems of work through safe and health environments, including information, training and supervision necessary to accomplish those goals.</li> </ul>
<b>9.</b>	<p><b>Safeguarding</b></p> <ul style="list-style-type: none"> <li>● WISE Academies is committed to safeguarding and promoting the welfare of children and young people and all staff must ensure that the highest priority is given to following the guidance and regulations to safeguard children and young people. All staff are to have due regard for safeguarding and promoting the welfare of children and young people and to follow the child protection procedures adopted by WISE Academies Trust. Any safeguarding or child protection issues must be acted upon immediately by informing the Designated Safeguarding Lead.</li> </ul>
<b>10.</b>	<p><b>Data Protection</b></p> <ul style="list-style-type: none"> <li>● WISE Academies takes the responsibility of protecting and securing the data of Pupils, Staff, Parents and all associated individuals very seriously. The Trust requires all staff to complete data protection training and to adhere to its Data protection policies and procedures. All staff must ensure that if they suspect a data breach, they must inform the Trust Data Protection officer immediately.</li> </ul>

**This job description forms part of the contract of employment of the person appointed to the post. The duties, responsibilities and accountabilities highlighted in this job description are indicative and may vary over time at the discretion of the Trust.**

**The duties and responsibilities in this job description are not restrictive and the post-holder may be required to undertake any other duties that may be required from time to time. Any such duties should not however substantially change the general character of the post.**

**I understand and agree to the job description of an 1-1 Teaching Assistant**

**Name:**

**Signed:**

**Date:**

***INSPIRE***

***SUCCESS***

***EXCELLENCE***

## Person specification – Teaching Assistant

CRITERIA	QUALITIES
<b>Qualifications and training</b>	<ul style="list-style-type: none"> <li>● GCSE Maths and English at grade 4 or above</li> <li>● Level 2 Teaching Assistant Qualification</li> </ul>
<b>Experience</b>	<ul style="list-style-type: none"> <li>● Ideally have experience in working with children with specific needs/SEN</li> </ul>
<b>Knowledge</b>	<ul style="list-style-type: none"> <li>● Knowledge and understanding of the curriculum, age range, learning styles or SEN as determined by the SEN Code of Practice or the particular needs of the pupil.</li> <li>● To have due regard for equal opportunities, confidentiality, child protection procedures and Health &amp; Safety issues</li> <li>● Have due regard to confidentiality, child protection procedures, Health and Safety, other statutory requirements and the policies of WISE Academies</li> </ul>
<b>Skills</b>	<ul style="list-style-type: none"> <li>● Be able to work in line with academy policies and procedures</li> <li>● Be able to support the pupil in a variety of situations</li> <li>● To be able to work cooperatively as part of a team.</li> <li>● Ability to support teachers in documenting children’s learning and development together with basic administration tasks (e.g. Record keeping copying, displays.)</li> <li>● Be able to support teachers in the monitoring, recording and evaluation of pupils’ progress, including providing feedback on observations undertaken</li> <li>● Ability to assist in the assessment of individual pupils and to carry out individual observations together with a good knowledge of how children develop and learn effectively.</li> <li>● Be able to support teachers in developing effective approaches to manage behaviour and discipline problems</li> <li>● Have high expectation of all pupils and be committed to raising their education achievement</li> <li>● Capacity to assisting in compiling and maintaining pupils’ records (i.e. learning journals)</li> <li>● Undertaking duties in connection with personal hygiene and welfare of the pupil as directed by the teaching staff</li> <li>● Be able to use ICT to support learning</li> <li>● Be a role model for pupil in terms of appearance and behaviour</li> <li>● Be flexible and reliable</li> </ul>
<b>Personal qualities</b>	<ul style="list-style-type: none"> <li>● Commitment to uphold the 7 principles of public life (the <a href="#">Nolan principles</a>) at all times</li> </ul>

### Notes:

This job description may be amended at any time in consultation with the postholder.

**Line manager’s signature:** \_\_\_\_\_

**Date:**

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**Postholder's signature:**

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**Date:**

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