



# Quality First Education Trust

## Job Description and Person Specification: Teaching Assistant

**Location:** Belleville Primary School (Webb's Road or Meteor Street sites)

**Responsible to:** Executive Headteacher/Headteacher

**Salary:** Support Staff, Inner London pay-scale, Grade 1, Spine Point 2.

(Annual full-time salary - £27,306, salary will be pro-rata for 39 weeks per year).

**Hours:** Monday to Friday, 36 hours per week. 39 weeks per year. (Term time only, including 5 INSET days).

**Overview:** Belleville is a large outstanding school Wandsworth borough, south London. We have over 900 children on two sites close to Clapham Common. Belleville is part of the Quality First Education Trust, a successful multi-academy trust (MAT).

**Main purpose of role:** To be responsible, under the direction or instruction of the teacher or line manager, to support access to learning for pupils; and provide general support to teachers in the management of resources, pupils and the classroom. Responsibilities may include work with small groups or individual pupils, including those with special educational needs and disabilities (SEND).

### Job Description:

Support for pupils
<ul style="list-style-type: none"><li>• Motivate and support pupils to fulfil their potential;</li><li>• Support pupils in to understand instructions, engage with activities and undertake tasks as directed by the teacher, including literacy and numeracy tasks;</li><li>• Supervise and support pupils ensuring their safety and access to learning;</li><li>• Establish good relationships with pupils, acting as a role model and responding appropriately to needs;</li><li>• Promote the inclusion and acceptance of all pupils;</li><li>• Encourage pupils to interact with others, and to act independently as appropriate;</li><li>• Attend to pupils' personal needs where needed and following appropriate training;</li></ul>
Support for teachers
<ul style="list-style-type: none"><li>• Assist the teacher to develop lesson activities and teaching strategies;</li><li>• Prepare the classroom as directed, and assist with the display of pupils' work;</li><li>• Prepare and maintain equipment and resources as directed by the teacher;</li><li>• Assist pupils in their use of resources, including computers;</li><li>• Be aware of pupil problems and report these to the teacher as agreed;</li><li>• Support the teacher to evaluate pupil achievements, progress and needs;</li><li>• Undertake pupil record-keeping as requested;</li><li>• Support the teacher in managing pupil behaviour, reporting difficulties as appropriate;</li><li>• Gather and report information from and to parents or carers as directed;</li><li>• Provide basic clerical and administrative support e.g. photocopying, cutting, typing, filing, etc.</li></ul>
Support for the school
<ul style="list-style-type: none"><li>• Be aware of and comply with policies and procedures relating to child protection, safeguarding, health and safety, confidentiality and data protection, reporting concerns to an appropriate person;</li><li>• Be aware of and support difference and ensure all pupils have equal access to opportunities;</li><li>• Contribute to the overall ethos, work and aims of the school;</li><li>• Appreciate and support the role of other professionals;</li></ul>

- Attend and participate in meetings, training and learning activities as required;
- Assist with supervising pupils out of lesson times, including before/after school, lunch and break times;
- Accompany teaching staff and pupils on visits, trips and out of school activities as required.

**Person Specification:**

<b>Attributes</b>	<b>Essential</b>	<b>Desirable</b>
Committed and reliable	✓	
Positive and enthusiastic	✓	
Flexible and helpful	✓	
Organised	✓	
Able to work well with children, colleagues and parents/carers	✓	
An interest in education and child development	✓	
Willing to learn in the role	✓	
Willingness to participate in development and training opportunities	✓	
<b>Skills and qualifications</b>		
Good level of literacy (equivalent to GCSE Grade C in English)	✓	
Good level of numeracy (equivalent to GCSE Grade C in Maths)	✓	
Good communication skills	✓	
Good IT skills (able to use computer, email, photocopier)	✓	
NVQ level 2/3		✓
Educated to degree level		✓
<b>Experience</b>		
Experience of working with, supporting or caring for children	✓	
Experience of working in a primary school		✓
<b>Knowledge and understanding</b>		
An understanding of the safeguarding responsibilities of the role	✓	
Work constructively as part of a team, understanding classroom roles and responsibilities and your own position within these	✓	
An understanding of and commitment to equal opportunities	✓	
Basic knowledge of first aid		✓

**This specification acts as selection criteria and gives an outline of the type of person and the characteristics required to do the job. Essential characteristics: those without which the candidate would be rejected.**

**Desirable characteristics: useful for choosing between two good candidates.**