



ROBERT MELLORS PRIMARY ACADEMY

1. Title of Post:	Teaching Assistant	2. Reporting to	SENDCo / EYFS Lead
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3. Grade:	Redhill Trust Band 6/7 (pt 28-35)
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4. Main Purpose of the Job:

The TA will support pupils, parents, teachers and the school to establish a supportive and nurturing learning environment in which all pupils including those with special educational needs make good academic progress and can participate in activities across the Academy.

5. Main Responsibilities of the Job:

1.	Plan and deliver small group interventions or catch-up programmes
2.	Plan and deliver personalised interventions or catch-up-programmes
3	Assist classroom teachers in their work in ensuring that pupils including those with special education needs make good progress in lessons
4	Observe, record and feedback information on pupil performance
5.	Work with the class teacher or SENDCo to ensure that teaching and resources are adjusted in line with individual needs – helping prepare resources as necessary
6	Provide administrative support to Academy staff by ensuring teaching resources are prepared to an excellent standard and on time for classroom use
7.	Encouraging acceptance and inclusion of the child with special needs and promoting individual students' self esteem
9.	Act as a Key Worker for some students with special educational needs by retaining and oversight of their progress and participation (where appropriate)
11	To undertake break time and lunchtime duties as directed.
12.	Assist the teaching staff in the smooth transition between educational phases.
13.	Acting in line with the Academy's policies and procedures.
14.	Be aware of confidential issues linked to home/pupil/teacher/school work and to keep confidences as appropriate
17.	Support teachers in the administration of tests.
18.	To provide intimate/personal care for pupils if required.
19	Manual handling if required – training will be provided
20	Undertaking any other duties which may reasonably be regarded as within the nature of the duties and responsibilities/grade of the post as defined, subject to the provision that normally any changes of a permanent nature shall be incorporated into the job description in specific terms

	Essential/ Desirable
Qualification Criteria	
Right to work in the UK	E
NNEB, NVQ3 or equivalent.	E
Experience	
Experience of working in Foundation Stage, KS1 or KS2	E
Experience of supporting children with additional needs.	E
Knowledge of the Foundation Stage, KS1 or KS2 curriculum	D
Personal Characteristics	
Genuine passion and a belief in the potential of every pupil	E
Helpful, positive, calm and caring nature	E
Able to establish good working relationships with colleagues and pupils	E
Able to follow instructions and use initiative as appropriate	E
Motivation to continually improve standards and achieve excellence	E
Committed to the safeguarding and welfare of all pupils in the academy	E
Specific skills	
Good communications skills, written and aural	E
Excellent numeracy and literacy skills	E
Competent with computers and other technology	E
Able to understand and implement strategies and methods to help pupils make good progress	E
Understand the importance of confidentiality and discretion	E
Work as part of a team appreciating and supporting the role of others	E
Building good relationships with parents/carers.	E
Show high expectations in all you do	E
The willingness to run an extra-curricular activity for students across the academy	D

Robert Mellors Primary Academy is committed to safeguarding and promoting the welfare of children and young people and expects all staff and volunteers to support the school in the delivery of this.

All staff must have the right to work in the UK and will be subject to a DBS check prior to taking up appointment.