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

**HATTON ACADEMIES TRUST**

**JOB DESCRIPTION**

**Job Title:** Teaching Assistant – Level 3 - Primary Academy

**Responsible to:** Principal

**Pay scale:** NJC Scale Point 6 to 7

**Working Hours:** 32.5 hours per week, 39 weeks per year

**Working Pattern:** Monday to Friday from 8.30am to 3.30pm (½ hour lunch break)

**Job Purpose:**

Provide support to teachers to enable all pupils to achieve their full potential by:

- raising and maintaining standards of education and social development
- promoting the involvement of pupils in the social and academic processes of the trust academy
- enabling pupils to become more independent learners
- helping to raise standards of achievement for all pupils

**Key Features:**

- Jobs require a thorough knowledge of methods, procedures and the curriculum
- Some will have a more specialist role that will typically cover a deeper knowledge of a narrower range of circumstances
- Some may supervise teams working on discrete tasks
- Works under guidance delivering learning
- Under an agreed system of supervision some may provide cover to classes for short periods of time
- Jobs require a normal level of courtesy and effectiveness in dealing with other people. Should be able to ask questions, seek clarification and exchange information using tact and diplomacy.
- Uses factual knowledge and reports on factual information to persuade others to take a course of action. Role holders may have a higher level of communication skills to influence, motivate and drive behavioural change as a result of persuasion
- May assist in whole planning cycle and management / preparation of resources, providing statistical information and be involved in delegated project work
- Likely to interact with colleagues, pupils, parents, carers and educational professionals

**Main Duties:**

1. **Provide personal and welfare care**

   - Provide pastoral and behavioural support where appropriate and assist in the supervision of pupils to ensure that the trust academy’s health, safety and behaviour policies are
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2. Supporting Pupils in the Learning Environment

- Deliver and evaluate pre-defined and sometimes specialist work programmes and learning activities to pupils individually in small groups or in classes, to meet the requirements of pupils and the curriculum
- A specialist role may conduct comprehensive pupil needs assessments and assist in the planning, development and implementation of individual education, behaviour, support and / or mentoring plans and in the planning and evaluating of learning activities to meet the specialist needs of individual pupils and requirements of the curriculum
- Use specialist skills to challenge and motivate pupils in the learning environment to promote independence and self-reliance, inclusion, acceptance and equality of access to learning opportunities for all pupils
- To plan and deliver 1:1 and small group intervention under the guidance and direction of class teachers where required
- To deliver occasional whole class support following the planning of the class teacher

3. Providing Clerical and other support to service users

- Provide general clerical and other support to meet service delivery requirements (for example, administering coursework, production of work sheets)
- Supervise pupils on visits, trips and out of school activities as required to meet service delivery requirements
- Administer and assess routine tests, invigilate exams and undertake marking of pupils’ work to meet requirements of pupils and the curriculum

4. Preparing and maintaining the classroom environment and resources

- Work with the teacher to establish an appropriate learning environment to meet the needs of pupils and the curriculum
- Determine the need for, prepare and maintain general and specialist equipment and resources to meet the needs of pupils and the curriculum

5. Working with People to develop the team and build professional relationships

- Contribute to team development activities and assist in the supervision, training and development of less experienced colleagues to support the achievement of individual and team performance and development objectives
- Build and maintain productive working relationships with pupils, parents, carers, colleagues and professionals, to communicate internally and sometimes externally on pupil progress and maximise pupil development and maintain the overall ethos of the trust academy

6. Monitoring levels and ordering of resources

- Contribute to and may co-ordinate the resource ordering process particularly in a specialist area to ensure the timely availability of resources to meet the requirements of the curriculum
- Maintain an awareness of the importance of the appropriate use of resources to minimise waste and maximise the effectiveness of financial resources

7. Reviewing pupils’ performance

- Monitor, observe, evaluate, record and report with appropriate evidence to teacher, including feedback to pupils, and participate in the gathering of information, completion of pupil profiles and records of attainment to maximise pupil development
- May participate in the monitoring and review of pupil progress to assist in the setting of
individual educational plans and personal attainment targets for pupils

General

- participate in break and lunchtime supervision duties
- Responsibility for safeguarding and promoting the welfare of children at the trust academy.
- The Trust has a commitment to be inclusive in terms of ethnicity, gender, disability, social background and academic ability and expects all staff to share this responsibility.
- Share and actively promote the Trust’s commitment to promoting equal opportunities and tackling discrimination
- In the interests of effective working, the major tasks may be reviewed from time to time to reflect changing needs and circumstances.
- Demonstrate a commitment to personal and professional development by attending related courses, workshops or seminars.
- Ensure that reasonable care is taken at all times for the health, safety and welfare of yourself and other persons, and comply with policies and procedures relating to health and safety within the trust academy.
- To carry out other relevant duties as may be reasonably requested by the Principal commensurate with the pay and grade of the Post.

Signature of post holder

__________________________________________

Date

__________________________________________

Signed on behalf of the Academy

__________________________________________

Date

__________________________________________

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