

Veritas Multi-Academy Trust

Job Description – Teaching Assistant



Post holder:

Salary scale: Veritas Kent Range 3

General duties:

The education and welfare of children in accordance with the requirements and conditions of Veritas Multi-Academy Trust's *Pay and Conditions Document*, having due regard to the requirements of the policies and procedures of Warden House School and Veritas Multi-Academy Trust. To uphold the vision statement and values for both Warden House Primary School and Veritas Multi-Academy Trust.

Status of the post

This is a strategic post within the school's staffing structure but is not a senior post. The post holder is accountable to the headteacher and responsible for upholding the vision and values of the school and trust.

Main purpose of the post

In addition to those professional standards common to all teaching assistants in the school, the post holder's key accountability will be for raising the standards of teaching, learning and attainment for pupils with special educational needs or disabilities, to support the professional development of teaching assistants and to support the staff within your team.

Professional Responsibilities

The post holder will be required to exercise their professional skills and judgment to carry out, in a collaborative manner, the professional duties set out below:

Key responsibilities:

- *Learning support for pupils*

Key Roles:

- *Work with teachers in planning and evaluating intervention programs*
- *Monitor and evaluate pupils' responses to learning, providing feedback to the class teacher / SEND coordinator*
- *Maintain digital and paper records relating to provision undertaken*
- *Promote and uphold the school values and the ethos of Veritas Multi Academy Trust*
- *Liaise with parents, staff and outside agencies*
- *Establish positive relationships with pupils and actively promote inclusion and equity for vulnerable groups of pupils*
- *Be aware and comply with policies and procedures relating to safeguarding, confidentiality, health and safety and data protection.*
- *Support for EAL pupils*
- *Attend TA meetings and actively engage in research based learning through the appraisal system*
- *Engage in specialist training relevant to the pupils you support*
- *Maintain a professional image on social media*

Budget Accountability

Not responsible.

To whom Responsible:

SEND coordinator, TA Manager and Team Leaders.

This job description may be amended at any time after discussion with you, but in any case will be reviewed during the performance review cycle.

Signed: Date:

Signed: Head Teacher

Your job description is intended as a reference document which identifies your main responsibilities and activities and is not a comprehensive list of all roles, responsibilities and duties undertaken.

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Person Specification – Teaching Assistant



The successful applicant will offer a range of qualities that should include:

- be personable and form strong relationships with colleagues and pupils
- be positive in your outlook and be determined to help children to succeed
- take direction while showing the initiative to adapt learning to give pupils a rich learning experience
- have a high level of spelling, punctuation, grammar and mathematics to support pupils across the primary age range (*holding GCSE C grade in English and Maths or equivalent grade*)
- be patient, calm and nurturing with children with complex behaviours and learning needs
- actively engage in research, deepening your understanding of how children learn and how you can support them in their progress
- Have a strong understanding of phonics and how to support children in learning to read
- Experience in supporting children with complex needs would be an advantage