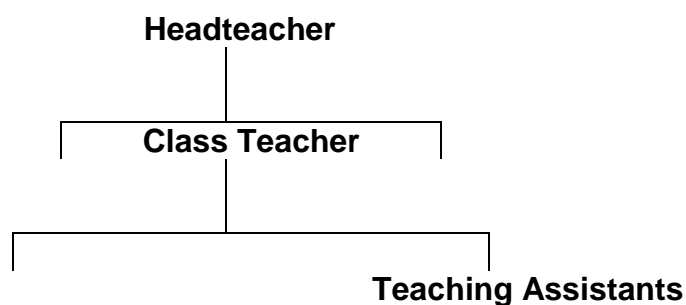


Academy:	St James CoE Primary School
Section:	Associate Staff
Location:	Crossfield Road, Wardle, Rochdale, OL12 9JW
Job Title:	Teaching Assistant
Grade/Salary:	TA1 (scp 12 fixed point)
Accountable to:	Headteacher/Class Teacher
Accountable for:	N/A
Special Conditions of Service:	Enhanced DBS clearance Ability to attend occasional meetings out of school hours. <u>When required</u> Assisting pupils in line with moving and handling guidelines when toileting, feeding and transferring. Providing hygiene care to pupils Lifting and carrying equipment as required.

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

Organisational Chart:



PURPOSE AND OBJECTIVES OF THE ROLE

To act as a responsible adult and assist with the supervision, personal care, welfare and keeping safe of individuals and/or groups of children and their environment under the direction/instruction of teaching and/or senior staff, inclusive of assisting with resources and basic classroom management techniques to support their learning.

Control of Resources

Personnel

To be responsible for the direction, support and motivation of self.

Financial

To work in accordance with Financial Regulations and procedures of the School.

Equipment/Materials

To be responsible for the safe use and maintenance of equipment/materials used by the postholder.

To adhere to the School's rules and regulations relating to the use of ICT, email and intranet/internet access.

Health/Safety/Welfare

Responsibility for the safety and welfare of self, colleagues and students in accordance with the Health and Safety Policies of Wardle Trust.

Equality and Diversity

To work in accordance with Wardle Trust's Policy relating to the promotion of Equality and Diversity.

Training and Development

The post holder will be responsible for assisting in the identification and undertaking of his/her own training and development requirements in accordance with Wardle Trust's Appraisal Framework.

Relationships (not exhaustive)

Headteacher
Senior Leadership Team
Colleagues
Associate Staff
Students
Parents
Visitors
Contractors

Values and Behaviours (ASPIRE)

ACCOUNTABILITY - Aiming for excellence, taking responsibility and being answerable for actions.

STRENGTH – Having the courage to take risks, be innovative and embrace change.

PASSION – Enjoying an enthusiasm for learning and living.

INTEGRITY – Knowing and doing what is right regardless of influence.

RESPECT – Valuing and caring for the environment, self and others.

ENDURANCE – Maintaining efforts in order to maximise success.

Wardle Trust has high expectations of its pupils and staff and we expect our employees to be aware of, and apply these values and behaviours at all times.

RESPONSIBILITIES: The postholder must:

- Perform his/her duties in accordance with the Trust's Equality and Diversity Policy.
- Ensure that the Trust's commitment to public service orientation and care of our customers is provided.
- Be able to render regular and efficient service to undertake the duties of this post.

PRINCIPAL DUTIES

It is expected at Level 1 that the postholder will work under the direction, guidance and direct supervision of the classroom teacher to support access to learning.

Help to keep children safe by:

- preparing and maintaining a safe and hygienic environment
- dealing with accidents, emergencies and illness
- supporting the safeguarding of children
- encouraging children's positive behaviour

Provide support for learning activities by:

- supporting the teacher in planning learning activities
- supporting the delivery of learning activities
- supporting the teacher in the evaluation of learning activities

Support the children's development by:

- contributing to the development of children physically, emotionally and socially and the associated skills
- contributing to children's communication and the intellectual development

Contribute to positive relationships by effectively:

- interacting with and responding to children and adults
- communicating with children and adults

Provide effective support for your colleagues by:

- maintaining working relationships with colleagues
- developing your effectiveness in a support role

Support children's play and learning by:

- encouraging and supporting children to be creative in physical play
- offering a range of play opportunities to children
- supporting children's rights and choices in play

Support a child with disabilities or special educational needs by:

- providing care and encouragement and supporting personal hygiene needs
- providing support to help the child to participate in activities and experiences

Contribute to the moving and handling of children with mobility difficulties by:

- preparing children, environments and equipment for moving and handling
- enabling children to move from one position to another

Provide displays by:

- setting up, maintaining and dismantling displays

Promote behaviour by:

- implementing agreed behaviour management strategies
- supporting pupils in taking responsibility for their learning and behaviour

SECONDARY DUTIES

- To participate in programmes of training as a trainee and when required as a trainer facilitator.
- To undertake training to provide First Aid cover as required.
- Appreciate and support the role of other professionals.
- Ensure that Academy's commitment to public service orientation and care of our customers is provided.
- Be able to render regular and efficient service to undertake the duties of this post.
- Contribute to the school ethos, aims and the development/improvement plan.
- Be aware of and comply with policies and procedures relating to child protection, health, safety and security, confidentiality and data protection, reporting all concerns to an appropriate person.
- To undertake such other duties and responsibilities of an equivalent nature as may be determined from time to time by the Headteacher (or nominated representative) or Trust Board in consultation with the postholder (and if he/she so wishes, with his/her Trade Union representative).

Job Description prepared by:

Date:

Agreed by Postholder:

Date:

This job description is not necessarily a comprehensive definition of the post. It will be reviewed at least once each year as part of the performance management cycle and may be subject to modification or amendment at any time after consultation with the post holder.



**Wardle Trust
Person Specification**

Academy :	St James CoE Primary School	Post:	Teaching Assistant
Section :	Associate Staff	Scale:	TA1

Note to Applicants:

The *Essential Criteria* are the qualifications, experience, skills or knowledge you **MUST SHOW YOU HAVE** to be considered for the job.

The *How Identified* column shows how the Trust will obtain the necessary information about you. If the *How Identified* column says the **Application Form (AF)** next to an *Essential Criteria* you **MUST** include in your application enough information to show **how** you meet this criteria. You must include examples from your paid or voluntary work.

Wardle Trust is committed to safeguarding and promoting the welfare of children and young people and expects staff to share this commitment.

Criteria	Essential (E) or Desirable (D)	How Identified: AF Application Form I Interview A Assessment
Qualifications		
To possess GCSE English and Mathematics at Grade A*- C, or a Level 2 qualification in Literacy and Numeracy or CSE Grade 1 in English and Mathematics	E	AF/I
Level 2 qualification QCF (or NVQ prior to 2010) in Teaching and Learning	E	AF/I
Skills and Experience		
Ability to work effectively within a team environment, understanding classroom roles and responsibilities.	E	AF/I
Ability to build effective working relationships with all pupils and colleagues.	E	AF/I
Ability to promote a positive ethos and role model positive attributes	E	AF/I
Good personal numeracy and literacy skills.	E	AF/I
Awareness and basic understanding of school curriculum (Secondary and/or Primary)	E	AF/I
Basic awareness of inclusion, especially within a school setting.	E	AF/I
Experience of working with &/or caring for children.	E	AF/I
To work towards demonstrating:		
High expectations of all pupils; respect for their social, cultural, linguistic, religious and ethnic backgrounds; and commitment to raising their education achievements.	E	AF/I
Ability to build and maintain successful relationships with pupils, treat them consistently, with respect and consideration, and demonstrate concern for their development as learners.	E	AF/I
Demonstrate and promote the positive value, attitudes and behaviour you expect from the pupils with whom you work.	E	AF/I
Ability to liaise sensitively and effectively with parents and carers, recognising role in pupils' learning.	E	AF/I
Ability to improve your own practice through observations, evaluation and discussion with colleagues	E	AF/I

Values and Behaviours		
<p>Approach the job at all times using the values and behaviours of the ASPIRE ethos:</p> <p>ACCOUNTABILITY - Aiming for excellence, taking responsibility and being answerable for actions.</p> <p>STRENGTH – Having the courage to take risks, be innovative and embrace change.</p> <p>PASSION – Enjoying an enthusiasm for learning and living.</p> <p>INTEGRITY – Knowing and doing what is right regardless of influence.</p> <p>RESPECT – Valuing and caring for the environment, self and others.</p> <p>ENDURANCE – Maintaining efforts in order to maximise success.</p> <p>Please confirm you are willing to adhere to these values and behaviours.</p>	E	AF/I
Special Working Conditions		
Ability to attend occasional meetings out of school hours.	E	AF/I
<i>When required:</i> Assisting pupils in line with moving and handling guidelines when toileting, feeding and transferring.	E	AF/I
Providing hygiene care to pupils	E	AF/I
Lifting and carrying equipment as required	E	AF/I