



## Job Description

<b>JOB PROFILE NAME:</b>	<b>Teaching Assistant Level 3</b>
<b>LINE MANAGED BY:</b>	<b>Middle Leader / TA4</b>
<b>PROFESSIONALLY REPORTS TO:</b>	<b>Middle Leader / TA4</b>

### Victorious Academies Trust Overview

Our Trust was established in January 2018 and currently comprises six academies across Tameside and Derbyshire. Our ambition is to grow the Trust to a hub of 10 primary academies initially encouraging good schools to join the Trust.

In the longer term our academies will include schools across the age, achievement and challenge continuum but they will have common threads. Trust schools will be dynamic, they will set achievement at the heart of what they do, they will understand their significance to the community and a moral purpose will inform their work. Additionally, they will take a collective responsibility for our success, leverage the capacity and capability within all our schools - particularly those that demonstrate outstanding practice. Victorious Academies Trust aims to extend opportunity for young people and their communities by raising standards, providing environmental and cultural conditions for pupils, students, teachers and educational leaders to set their aspirations high and realise their goals.

### Victorious Academies Trust Approach

Victorious Academies Trust is a DfE approved multi academy trust focused on inspiring, motivating and supporting individuals to achieve success.

Our focus is on:

- excellence: supporting all academies to become outstanding;
- progression: supporting the academic progress, personal progress and progression to employment of young people;
- building capacity: investing in the professional development of all of our staff to empowering them to succeed;
- leading edge practice: encouraging our academies to engage in action research to drive best practice; and
- communities: rooting our academies in their community and promoting collaboration within the Trust and with local schools.

### Victorious Academies Trust Function

The Trust provides a full range of services to support academies including:

- school improvement and performance;
- finance and governance;
- professional development and HR;
- estates improvement;
- ICT and learning technologies; and
- community.

Our strategic plan is to: support a network of outstanding academies; develop a leading edge partnership; raise the academy profiles; and place them at the forefront of education nationally.

### Purpose of the Job

The role of the Teaching Assistant is designed to work with Teachers to look after the social and educational development of pupils in terms of planning and supervising activities and will be able to advise parents of their

**Victorious** Academies Trust | Mossley Road | Ashton under Lyne | OL6 9RU

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children's progress from working closely with them during their education.

Overall assisting the teaching staff and supporting the pupils to succeed within their role and with their social skills. Ensure equality and opportunity for pupils to be given the ability to learn and develop with the aim of achieving outstanding status in terms of learning and education.

The role allows the teaching staff to deliver the curriculum with the support of the assistant to manage the volumes of pupils within a classroom, with the ability to give independent support to the pupils.

## Key Objectives of the Job

The key objectives of this type of role are to plan and supervise activities and assist the teaching staff with the delivery of a lesson and support the children with their studies and progression.

- Organise and manage the learning environment.
- Coordinate pupils into and out of the class in line with lesson plans.
- Provide explanation to the pupils of key tasks as appropriate.
- Assist the Teacher with planning.
- Cover for Teachers when appropriate in line with School / academy policy.
- Provide accurate feedback to Teachers.
- Be responsible for administration including record keeping, photocopying, display items.
- Manage behaviour of the pupils where necessary.
- Establish productive working relationships with pupils.
- Promote pupil achievement through independence and interaction.
- Support the delivery of curriculum.
- Inform the department head/teacher of any breaches of the school / academy discipline.

## Job Level Overview

The Job Holder is subject to general work instructions and direct supervision of progress and results. He / she works within standardised work practices and procedures. The Job Holder is likely to be able to demonstrate procedural/systematic proficiency that may involve competence in the use of specialised equipment. The Job Holder's performance will have minimal direct impact on both plc and Business Group performance.

Victorious Academies Trust has a commitment to safeguard and promote the welfare of children and/or young people. We have robust processes and procedures to reduce risk and continuously promote a positive culture of safeguarding amongst our workforce.

The post involves working with children and/or young people and is subject to Victorious Academies Trust's safer recruitment process.

## Operational Accountabilities

The main operational accountabilities include:

- assisting the teaching staff with the delivery of a lesson.
- maintaining records and sharing progress information where necessary with parents.
- encouraging children's numerical, social and language skills.
- covering for staff as per the school / academy policy
- provide constructive feedback to pupils in relation to progress under the guidance of the teacher.
- provide clerical and administration support to ensure the class is ready and effective including photocopying, typing, filing etc.
- assisting with children's personal needs.
- assisting with the development of education and behaviour plans.
- assisting with visits and field trips.
- observing and assessing children and reporting to teachers.
- ensuring that children are safe at all times.
- working closely with parents and carers where required.



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- administration including data inputting.
- some stock maintenance.
- support with exam invigilating when appropriate.
- assisting the teacher with Pupil reports.
- support the parents of the pupils where appropriate in ensuring effective pupil feedback.
- provide feedback to pupils and devise effective reward strategies.

## Financial Accountabilities

- Has awareness of cost/benefit as applicable to tasks performed.

## People Accountabilities

- Not typically responsible for supervising others- if they do, spends more than 80% of time as a team member rather than supervisor.
- Not responsible for the development of other staff.
- Responsible for the safety and welfare of pupils.

## Knowledge and Applied Skills

- Experience of working in an education establishment.
- Experience of working with children.
- Good communication skills.
- Organisation and prioritising skills.
- Good IT skills.

## Behavioural Competencies

### People Success Factors:

- Planning and organising
- Achieving and doing
- Building relationships
- Delivery through people
- Business awareness
- Customer focus
- Contributing to continuous improvement
- Dealing with change

## Additional Role Information

- Teaching Assistant – Level 3 Teaching Assistant qualification required.
- Appropriate First Aid Training will be required (provided).
- Required to have previous experience of working in a school or academy and will have experience of managing learning for a group of individuals with limited supervision.
- Requires excellent communication skills.
- Confidentiality and Data protection awareness.
- Experience of working in an education establishment.
- Experience of working under pressure.

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The post you are applying for involves working with children and/or young people and you will be subject to Victorious Academies Trust's safer recruitment process.

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## Person Specification

Attributes	Essential	Desirable	Method of Assessment
<b>Educational Attainment</b>	<ul style="list-style-type: none"> <li>NVQ 3 / TA status or equivalent qualification or experience in relevant area.</li> </ul>	<ul style="list-style-type: none"> <li>Evidence of further training/ Development</li> <li>First Aid qualification</li> </ul>	<ul style="list-style-type: none"> <li>Application form</li> <li>Certificates</li> <li>Interview</li> </ul>
<b>Work Experience</b>	<ul style="list-style-type: none"> <li>Substantial experience in a support environment relevant to the post.</li> <li>Experience working with children across the primary age</li> <li>Experience of working with pupils with additional needs – SEND and SEMH</li> <li>Experience of working 1:1 with pupils</li> <li>Experience of adapting to pupils needs to developing schemes of work</li> </ul>	<ul style="list-style-type: none"> <li>Experience of whole class teaching.</li> </ul>	<ul style="list-style-type: none"> <li>Application form</li> <li>Interview</li> <li>References</li> </ul>
<b>Knowledge/ Skills/ Aptitudes</b>	<ul style="list-style-type: none"> <li>Effective use of ICT to support learning.</li> <li>Use of other technology equipment – PC, video, photocopier etc.</li> <li>Understanding of relevant polices/codes of practice and awareness of relevant legislation.</li> <li>Understanding of national/foundation stage curriculum and other basic learning programmes / strategies.</li> <li>Understanding of child development and learning.</li> <li>Ability to self-evaluate learning needs and actively seek learning opportunities.</li> <li>Excellent numeracy/literacy skills.</li> </ul>	<ul style="list-style-type: none"> <li>Training in the relevant learning curriculum development</li> </ul>	<ul style="list-style-type: none"> <li>Interview</li> <li>References</li> </ul>
<b>Disposition</b>	<ul style="list-style-type: none"> <li>Work constructively as part of a team, understanding classroom roles and responsibilities and your own position within these.</li> <li>Ability to relate well to children and adults.</li> <li>Committed to the principles of equality and diversity.</li> <li>Flexible approach to work.</li> </ul>		<ul style="list-style-type: none"> <li>Interview</li> <li>References</li> </ul>



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Attributes	Essential	Desirable	Method of Assessment
<b>Circumstances</b>	<ul style="list-style-type: none"><li>Enhanced clearance from the Disclosure and Barring Service.</li></ul>		<ul style="list-style-type: none"><li>DBS check</li><li>Disqualification by Association declaration</li><li>Application form</li></ul>

AF = Application Form

I = Interview and other activities