

# JOB DESCRIPTION

Date	25/05/17
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Job Title:	Teaching Assistant (Level 3 or above)
Reporting To:	Deputy Headteacher
Department:	Teaching & Learning
Working hours:	Full Time (term time 35 weeks plus insed days)
Checks:	Enhanced DBS check and 3 satisfactory references

The job holder's responsibility for promoting and safeguarding the welfare of children and young person's for whom s/he is responsible, or with whom s/he comes into contact will be to adhere to and ensure compliance with the relevant Cognita Safeguarding; Child Protection Policy and Procedures at all times. If in the course of carrying out the duties of the role, the job holder identifies any instance that a child is suffering or likely to suffer significant harm either at school or at home, s/he must report any concerns to the School's Child Protection Officer/Designated Safeguarding Lead or to the Head or indeed to the Regional CEO so that a referral can be made accordingly to the relevant third party services.

## Training and experience

Education/ Training Requirements	<ul style="list-style-type: none"><li>Teaching Assistant or equivalent - Level 3 or above (essential)</li><li>Grade A-C in G.C.S.E English and Maths (essential)</li></ul>
Languages	Fluent English
IT knowledge	Intermediate IT skills (including knowledge of Microsoft packages)
Experience	<ul style="list-style-type: none"><li>To be confident and competent in delivering KS2 English and Maths</li><li>Experience of working with children and able to meet their needs</li><li>Able to deal with children and adults with tact and sensitivity</li><li>Able to communicate effectively at all levels</li><li>Able to build and develop positive relationships with teaching staff</li></ul>

## Working with us

Achieving more than you believed possible – that's what constitutes a quality education. At Cognita it is what we strive for in our schools. We want it for our children, and we want it for the people who work for us.

Since Cognita's launch in 2004, we've built an international network of 68 schools that serve some 30,000 pupils across seven countries in the UK, Europe, Latin America and South-East Asia.

Cognita's international network of schools and regional offices, combined with our ongoing investment in the professional development of our people, means we can offer first-class career opportunities with a global dimension. If you want to take your career further, we want to support you in achieving that goal within Cognita.

## Job Summary

To work as part of a team in providing a safe, secure and stimulating learning environment for children from KS1 and KS2. To work within the standards and requirements of the Primary Stage Curriculum in planning and delivering activities.

## Key Responsibilities

### Support for Pupils:

- Supervise and provide particular support for pupils, including those with Special Educational Needs, ensuring their safety and access to learning activities
- Assist with the development and implementation of plans to assist pupil achievement
- Encourage pupils to interact with others and engage in activities led by the teacher
- Set challenging and demanding expectations and promote self-esteem and independence.
- Establish constructive relationships with pupils, acting as a role model and being aware of and interact with them according to their individual needs
- Provide feedback to children in relation to progress and achievement as required

### Support for the Teachers:

- To provide 'PPA' cover as required
- Undertake structured and agreed learning activities adjusting activities according to pupils' responses
- To work as part of a team in planning and assessing within the current guidelines for the Primary Stage Curriculum,.
- Create and maintain a purposeful, orderly and supportive environment in accordance with lesson plans and assist with the display of pupils' work.
- Use strategies and plans under the guidance of the teachers to support pupils to achieve their targets
- Monitor pupils' responses to learning activities and accurately record achievement/progress as directed
- Provide detailed and regular feedback to teachers on pupils' progress, achievement and issues as appropriate
- Promote good pupil behaviour, deal promptly with conflicts and incidents in line with school policy and encourage pupils to take responsibility for their actions
- Administer routine tests and undertake routine marking of pupils' work.
- Provide admin support as required

### Support for the school:

- Use ICT in learning activities and develop pupils' competence and independence in its use.
- To ensure the health, safety and well being of the children and report any hazards noticed.
- Attend training, staff meetings and open days as required.
- To work within a team and be flexible.
- Deal with minor incidents and refer to senior staff if necessary
- Administer First Aid as needed, following school procedures

## General Responsibilities:

- To be aware of and comply with policies and procedures relating to safeguarding, health and safety, security, confidentiality and data protection, reporting any concerns to an appropriate person
- To be aware of and support diversity and equal opportunities for all, appreciating and supporting the role of other professionals
- To contribute to the overall ethos, work and aims of the school
- To attend and participate in meetings as required
- Fully and positively participate in the schools appraisal system in order to develop and enhance personal and school performance
- To undertake all other duties commensurate with the level of the post as required, to ensure the efficient and effective running of the school.

## Competencies for the Role

### Role Specific

- Respect the need for confidentiality
- Be responsible, honest and reliable with a good sense of humour
- Willing to work within organisational procedures and processes and to meet required standards of the role
- Demonstrate good working relationships with the whole staff team
- Commitment to undergo training as and when required
- An understanding of equality of opportunity
- Have the ability to work under pressure and prioritise
- Able to work on own initiative, using judgement and common sense
- Be flexible and able to work as part of a team
- Be committed to safeguarding children

### Values Based Behaviours – The behaviours associated with our company values

- Excellence
- Respect
- Integrity
- Collaboration
- Accountability

## Remuneration

- Competitive Salary
- Contributory Pension Scheme
- School fee discount
- Professional development

Signed: ..... Date:.....

Printed Name: .....