Candidate Brochure Teaching Assistant, Level 3 (Primary)



THE DEAN TRUST Believe Achieve Succeed

SALARY:

Grade 4, Point 7, £25,284 pro rata, 35 hours per week

START DATE: 1 September 2025

WORKING PATTERN: TTO, 39 weeks, full-time

CONTRACT: Permanent

LOCATION: Abraham Moss Community School, Primary Phase

RESPONSIBLE FOR: Under the guidance of teaching staff, provide support for pupils

ACCOUNTABLE TO: KS Directors, Head of Primary

Teaching Assistant, Level 3 (Primary) Job Summary

Main Duties and Responsibilities

Operational Leadership

- Under the guidance of teaching/senior support staff, provide support for pupils or individuals who require help to enable access to learning and to assist in the management of pupils
- Provide specialist support in a specific area of the curriculum and to supervise groups and occasionally whole classes for a session/lesson in the classroom or outside the main teaching area as required.

We are an Equal Opportunities employer committed to ensuring inclusion, diversity and equality of opportunity. We welcome applications from a diverse range of candidates including those from underrepresented groups, and/or with protected characteristics.

The Dean Trust is committed to safeguarding and promoting the welfare of children and young people and expects all staff and volunteers to share this commitment. All post holders are subject to pre-employment safeguarding checks, including an enhanced Disclosure and Barring Check.

Main Purpose of the Role

Job Purpose

- To work with groups of children under the supervision of the teacher including the delivery of therapy and programmes of work, including the implementation of ILPs.
- As required, provide support for pupils with additional needs ensuring their safety and access to learning activities.

Key Responsibilities

Support for pupils

- To work with groups of children under the supervision of the teacher including the delivery of therapy and programmes of work, including the implementation of ILPs.
- As required, provide support for pupils with additional needs ensuring their safety and access to learning activities.
- Give regular feedback on children's progress to the class teacher and file records.
- Attend to children's personal needs, including pastoral, social, health, physical hygiene, first aid and welfare matters.
- Establish good relationships with pupils, being a role model by presenting a positive personal image and responding appropriately to individual needs.
- Promote the inclusion and acceptance of all pupils.
- Encourage pupils to act independently as appropriate.
- If required, assist with the dispensing of medication in exceptional circumstances with appropriate training.
- To carry out escort duties as appropriate whenever required.
- To support students and volunteers on work experience placements.
- To occasionally supervise whole classes as required.

Support for Teachers

- To assist the teacher to ensure a safe classroom and outdoor environment, checking materials and personal equipment for defects and implement risk assessments carried out by the teacher according to school guidelines. This will include cleaning equipment used by pupils and ensuring its accessibility.
- To liaise with therapists, medical staff, and other personnel working with pupils as required, assisting with the coordinating and planning of programmes of work and to integrate specialist advice and practice into ILPs.
- Provide curricular clerical/admin support, eg. photocopying and preparing resources.
- Under the direction of the teacher, prepare the classroom for lessons, including display work.
- Undertake pupil record keeping and updating records, information and data, producing reports as required.

- Assist in the development and implementation of behaviour management strategies.
- Monitor pupil responses to learning activities and accurately record achievement/progress as directed.

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- Provide curricular clerical/admin support, eg. photocopying and preparing resources.
- Under the direction of the teacher, prepare the classroom for lessons, including display work.
- Undertake pupil record keeping and updating records, information and data, producing reports as required.
- Assist in the development and implementation of behaviour management strategies.
- Monitor pupil responses to learning activities and accurately record achievement/progress as directed.
- Assist with the administration of routine assessments and undertake routine marking of pupil's work as required.

Support for the School

- Be aware of and comply with child protection procedures, health and safety and security, confidentiality and data protection, reporting any concerns to the relevant member of staff.
- Assist in maintaining high standards of health and safety at all times.
- Maintain good relationships with colleagues and work together as a team.
- Assist in the supervision of classroom, outdoor activities, school educational visits, trips and extra-curricular after school clubs.
- Assist with the supervision of discreet groups of pupils for short periods when the teacher is not present.
- Contribute to the overall ethos/work/aims of the school.
- Be aware of and support difference and ensure all pupils have equal access to opportunities to learn and develop.
- Attend relevant meetings.
- Participate in training, including relevant learning strategies and other learning activities and performance management where required

All employees have the responsibility to:

- Ensure any documentation produced is to a high standard and is in line with the brand style
- Be aware and comply with all policies and procedures relating to safeguarding, child protection, health, safety and security, confidentiality and data protection, reporting all concerns to the appropriate person
- Participate in training and other learning activities as required
- Participate in the school's People Development Process
- Provide appropriate guidance and supervision and assist in the training and development of staff as appropriate
- To represent the school/academy at events as appropriate
- To support and promote the school/academy ethos
- To undertake any other duties and responsibilities as required that are covered by the general scope of the post
- To undertake any other reasonable duties at the request of the Executive Team and/or Headteacher

All post holders must comply with The Dean Trust professional standards. The job description will be reviewed as necessary and is subject to modification and amendment at any time after consultation with the post holder.

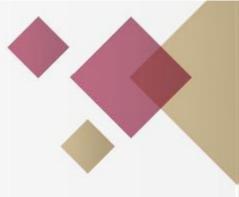
Whilst every effort has been made to explain the key responsibilities of this post, this job description is not intended to be exhaustive and every individual take undertaken may not be identified.

Personal Specification

	Essential	Desirable
Qualifications		
Numeracy/Literacy qualifications at Level 2 or equivalent	√	
Evidence of positive involvement in CPD leading to increased effectiveness	\checkmark	
Willingness to undertake first aid training as appropriate	1	
Experience		
Experience of working with or caring for children of a relevant age	~	
The flexibility to adapt to changing workload demands and new school challenges	~	
Personal commitment to ensure that the provision of support is equally accessible and appropriate to meet the diverse needs of pupils	~	
Personal commitment to continuous self-development	~	
A commitment to school improvement	~	
Experience working with SEN children		1
Positive participation in team meetings and training	\checkmark	
Knowledge		/
Basic understanding of child development and learning	1	
An understanding of the role of the Teaching Assistant and other professionals working in a classroom	1	
Understanding of national/foundation stage curriculum and other basic learning programmes/strategies		1

	Essential	Desirable
The ability to establish good relationships with a class group and its members in order to develop identity, self-discipline, respect and positive attitudes to school life.	\checkmark	
Be committed to maintaining a distinctive and inclusive ethos in the school.	~	
Commitment to providing equal opportunities for all pupils.	~	
Commitment to the safeguarding of staff and pupils.	\checkmark	
Skills and abilities	/	
Ability to relate well to children and adults	1	
Ability to work as part of a team	~	
The ability to use relevant technology eg photocopier	~	
Evidence of administrative competence and good organisational skills.	~	
Good communication skills and the ability to communicate effectively orally and in writing.	\checkmark	
Self-motivation and personal drive to complete tasks to the required timescales and quality standards	~	
Have integrity, optimism, credibility, resilience, calmness and a sense of proportion.	1	





If you would like to apply for this role please apply through our online recruitment site which is available via: <u>careers.thedeantrust.co.uk</u>

Application Closing Date: 9.00 a.m. on

Any queries, please contact a member of the HR Team on 0161 532 5400 or via email at noelinetaker@abrahammoss.co.uk

