



## Northumberland Church of England Academy Trust

### JOB DESCRIPTION

**JOB TITLE:** Teaching Assistant (Level 1)  
**SCHOOL:** The Cabin at William Leech C of E Primary School  
**SALARY:** Band 2  
**RESPONSIBLE TO:** Head of School/SENDCo

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

The Trust will provide an environment in which the personal attributes, strengths and academic excellence of staff will enable the creation of opportunities for all to develop their potential to the full; creating confident, independent, versatile and successful adults, equipped with the skills and values to meet the challenges of a changing society and to provide the best possible educational foundation for life.

It is essential that the post holder actively supports the vision and ethos of the Northumberland Church of England Academy.

**The Northumberland Church of England Academy Trust is looking for a nurturing, empathetic, resilient, reliable and energetic TA to join a committed team at The Cabin at William Leech.**

**The Cabin at William Leech is a new NCEA Trust flagship primary specialist support base at William Leech C of E Primary School in Lynemouth, designed specifically for early years and primary aged pupils with Social, Emotional, and Mental Health (SEMH) and Speech and Language (SLCN) needs.**

**These needs will overlap and interlock with other sensory, physical and learning needs, creating complex learner profiles. Our pupils all have EHCPs and will present with a range of issues such as mental health, relationships, behavioural, medical, sensory, communication, and cognitive challenges. They require bespoke and nurturing support from all the adults in their care so that they can make small steps of progress as they prepare for adulthood.**

**It is essential that the successful candidate is committed to providing the best opportunities to our pupils, their families and the community and can create an environment where they can be inspired and learn in a newly refurbished provision that includes facilities such as sensory rooms, outdoor learning and life skills rooms e.g. cookery.**

#### **PURPOSE OF JOB:**

To work under the direct supervision of class teacher/Head of School, usually in a classroom with a teacher, to support access to learning for pupils and provide general support to the teacher in the management of pupils in the classroom. To assist the class teacher in providing support for pupils with Social. Emotional and Mental Health (SEMH) and Speech, Language and Communication Needs (SLCN.)

## **MAIN RESPONSIBILITIES:**

### **Support for Pupils**

1. Attend to the personal needs of pupils including the implementation of personal learning programmes that may include social, health, physical, hygiene and welfare objectives e.g. nappy changing, feeding.
2. Supervise and support children in their access of learning.
3. Establish positive and nurturing relationships with pupils, acting as a role model and responding to the needs of each individual child who may also have experienced trauma and adverse childhood experiences.
4. To actively promote highly inclusive practice within the classroom setting to ensure acceptance of all children.
5. Encourage children to play and interact with one another.
6. Encourage children to engage in, and participate in learning activities lead by the class teacher.
7. To encourage children to act independently as appropriate.
9. Assist other staff in delivering programmes of work devised by other professionals including; physio programmes and positioning of children, speech and language therapy programmes, occupational therapy, play therapy programmes.
10. Provide appropriate levels of intervention with regard to incidents of challenging behaviour within a specialist support base.
11. To support children in integrated activities with pupils in the mainstream school, where deemed appropriate by the Head of School.

### **Support for the Teacher**

1. As directed by the class teacher:
  - Prepare the classroom prior to a lesson
  - Clear up after a lesson
  - Assist with the display of pupils' work
2. Report to the classroom teacher, as agreed, on:
  - Pupil's needs
  - Pupil progress
  - Pupil achievements
3. Undertake the maintenance of pupils' records as directed by the class teacher.
4. Support the teacher in the management of pupil behaviour.
5. Gather information from parents and carers as directed by the class teacher.
6. Provide information to parents and carers as directed by the class teacher.

7. Provide the classroom teacher with clerical and admin support, particularly:

- Undertaking bulk photocopying
- Word processing
- Filing
- Collecting money

### **Support for the Curriculum**

1. Help pupils to understand instructions.
2. Support pupil learning with respect to all of the local and national learning strategies.
3. Support pupils in their use of ICT as directed by the class teacher.
4. Prepare and maintain equipment and resources as directed by the class teacher.

### **Support for the School**

1. Comply with all school policies relating to:
  - Health and Safety
  - Equality and Diversity
  - Child Protection and Safeguarding
  - Behaviour
  - Confidentiality and data protection.
2. Work in such a way that you promote the ethos and vision of the school.
3. Participate in training and development and activities that contribute to the management of performance.
4. Assist with the management of pupils outside the classroom e.g. lunch times and outside the school e.g. school trips as directed by the class teacher and member of the school's management.
5. To undertake other duties and responsibilities as required commensurate with the grade of the post.

The duties and responsibilities highlighted in this Job Description are indicative and may vary over time. Post holders are expected to undertake other duties and responsibilities relevant to the nature, level and extent of the post and the grade has been established on this basis.



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Post Title: Teaching Assistant Level 1	Department: The Cabin at William Leech		Assessment Methods
	<b>Essential</b>	<b>Desirable</b>	
<b>Experience</b>	<ul style="list-style-type: none"> <li>Working with or caring for children with additional/special educational needs</li> </ul>	<ul style="list-style-type: none"> <li>Basic clerical duties</li> <li>Supporting children's physical needs e.g. nappy changing, feeding.</li> <li>Working as a member of a team</li> <li>Working with children who have experienced trauma and adverse childhood experiences</li> </ul>	
<b>Skills &amp; Competencies</b>	<ul style="list-style-type: none"> <li>Basic office skills: including photocopying and filing</li> <li>Can relate well to both children and adults</li> <li>Be able to communicate well with parents/carers</li> </ul>	<ul style="list-style-type: none"> <li>Appropriate First Aid knowledge</li> <li>Makaton</li> </ul>	
<b>Knowledge &amp; Qualifications</b>		<ul style="list-style-type: none"> <li>5 A-C GCSE grades (or equivalent) including Maths and English</li> <li>Teaching Assistant qualification</li> <li>Completion of DfES Teaching Assistant Induction Programme</li> </ul>	

<b>Physical, mental and emotional demands</b>	<ul style="list-style-type: none"> <li>• Positive, empathetic and nurturing outlook</li> <li>• Commitment to helping provide a high-quality service to children and families</li> <li>• Resilience and strength under challenging situations</li> </ul>	<ul style="list-style-type: none"> <li>• A sense of humour and joy</li> </ul>	
<b>Other</b>	<ul style="list-style-type: none"> <li>• Willingness to participate in training and development</li> </ul>		