



The Khalsa Academy Wolverhampton Teaching Assistant Job Description

Post:	Teaching Assistant – Maternity Cover until 22 nd July 2027
Salary:	Points 4-7 £25,185 - £26,403 (Pro Rata Term Time)
Hours:	37.5 Hours Per Week
Liaising with:	Deputy SENDCO SLT
Line of Responsibility:	Deputy SENDCO

Purpose of Post:

To work with classroom teachers to support the delivery of quality teaching and learning and to help raise standards of achievement for all students. To deliver support programmes that enable all students to access the curriculum. Providing cover for Teachers when appropriate.

Duties and Responsibilities:

Key Responsibilities:

- Support the Principal in ensuring the school's commitment to safeguarding and promoting the welfare of children is delivered.
- Be emblematic of our:

Values: Truth, Altruism, Compassion, Service, Courage,
Resilience & Love

Trust Ethos: Together As One

Supporting Students:

- To actively seek to develop an understanding of the specific needs and targets of the students.
- To establish a supportive relationship with the students.
- To encourage acceptance of the student within the context of integration.
- To develop methods of promoting and reinforcing student's confidence and self-esteem.
- To promote the independent learning of students as much as possible and diminish adult reliance
- Supervising students at break and lunch times on a rota basis.
- To help run and support the breakfast club as required on a rota basis.
- Supervising students at break and lunch times on a rota basis. To run and support with reading interventions.
- To support with the running of the Learning Resource Centre.

Supporting Teachers & Other Professionals

- To assist the teacher in the development of a suitable programme of education and support for the students within other departments.
- To show initiative in preparation of appropriate lesson materials and resources.
- To contribute to annual reviews in writing and attend the meeting if requested.
- Assist mainstream teachers on understanding a pupil's needs and the appropriate differentiation.
- Assist teachers in the preparation and maintenance of classroom and corridor displays.

Supporting Departments

- To develop and foster a positive relationship between the student's home and school.
- To liaise, advise and consult with other members of the EAL team, mainstream teachers and outside professionals in support of the students.
- To attend relevant in-service training, EAL team meetings, departmental meetings and whole school staff meetings as required.
- To be aware of and follow EAL and whole school procedures / policies.

General Expectations:

- Support the Principal in ensuring that all School and Trust policies are implemented effectively.
- Create a sense of being reliable, approachable and encouraging reading for all learners.
- Have a profile around school before, during and after the school day.
- Maintain appropriate and accurate records.
- Support, promote and attend extra-curricular events, concerts etc.
- Promote and monitor Health and Safety for all, including responding to emergency situations.
- Promote and safeguard the welfare of children and young persons you are responsible for or come into contact with.
- To play a full part in the life of the school community.
- 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.
- Be aware of, support and ensure equal opportunities for all.
- Contribute to the overall ethos/work/aims of the school.
- Appreciate and support the role of other professionals.
- Attend and participate in relevant meetings as required.
- Participate in training and other learning activities and performance development as required.

Other Duties

- The post holder will be subject to performance objectives agreed annually and participate in performance management cycle.
- The post holder is expected to carry out such other duties as may reasonably be assigned by the Principal.
To take on any whole school initiative or responsibility that the Principal may direct.

The above duties are not exhaustive and the post-holder may be required to undertake reasonable tasks as assigned by the Principal.

This job description allocates duties and responsibilities but does not direct the particular amount of time to be spent on carrying them out and no part of it may be so constructed.

This job description is not necessarily a comprehensive definition of the post. It will be reviewed at least once a year and it may be subject to modification at any time after consultation with the post holder.

CONDITIONS OF EMPLOYMENT:

THE ABOVE RESPONSIBILITIES ARE SUBJECT TO THE GENERAL DUTIES AND RESPONSIBILITIES CONTAINED IN THE WRITTEN STATEMENT OF CONDITIONS OF EMPLOYMENT (THE CONTRACT OF EMPLOYMENT).

ONE Multi Academies Trust Safeguarding Statement

ONE Multi Academies Trust is committed to safeguarding children. We believe that children and young people should never experience abuse of any kind. We have a responsibility to promote the welfare of all children and young people, to keep them safe and to practise in a way that protects them. We expect that all staff, volunteers, outside agencies and service providers adhere to our policies and share in our commitment to safeguard all children in our care.

Person Specification

	Essential	Desirable	Evidence
Qualifications			
Good Numeracy and Literacy Skills	√		AP&CT
GSCEs Grade C and above including English and Maths	√		AP&CT
Enhanced DBS, Clearance for Prohibition Check and Right to Working in the UK	√		DBS/DfE/ Passport
Recent and relevant CPD		√	AP&CT
Experience			
Ability to use IT effectively	√		AP&IN
Experience of working with young people 11-18 years, whether in the workplace, educational establishment or home	√		AP,IN &RF
Willingness to support extra-curricular activities		√	AP&IN
Skills			
Excellent communication and organisational skills	√		AP,IN &RF
Ability to motivate pupils	√		AP,IN &RF
Ability to listen	√		AP&IN
Good interpersonal skills and the ability to work collaboratively	√		AP,IN &RF
A genuine commitment to supporting the development and well-being of young people	√		AP,IN &RF
Personal Attributes			
A sense of humour and perspective	√		AP&IN
Patience	√		AP,IN &RF
Ability to relate well to adults and children	√		AP,IN &RF
Is approachable, imaginative and empathetic	√		AP,IN &RF
Knowledge and Understanding			
Understanding the educational values of the school	√		AP&IN
An understanding of young peoples' behaviour	√		AP&IN
Good level of computer competency	√		AP&IN
Safeguarding and Child Protection	√		AP&IN

AP = Application Form, IN = Interview, CT = Certificates, OB = Observation, RF = References

This organisation is committed to safeguarding and promoting the welfare of children and young people and expects all staff and volunteers to share this commitment. All aspects of the person specification will be tested at some part of the recruitment process. Should the applicant be shortlisted any relevant issues arising from references will be taken up at interview.