



Co-op Academy  
Brownhill

## Teaching Assistant

Salary / grade range	Grade B1, SCP 4-6 (FTE £24,404 - £25,183) Actual Salary £18,356 - £18,942
Location	Co-op Academy Brownhill, Leeds
Reports to	Head of School

### Purpose of role:

To work under the direct instruction of teaching/senior staff, usually in the classroom with the teacher, to support access to learning for pupils and provide general support to the teacher in the management of pupils and the classroom.

### Key accountabilities (and specific duties / responsibilities):

- To attend to the pupils' personal needs, and implement related personal programmes, including social, health, physical, hygiene, first aid and welfare matters
- To supervise and support pupils ensuring their safety and access to learning
- To establish good relationships with pupils, acting as a role model and being aware of and responding appropriately to individual needs
- To promote the inclusion and acceptance of all pupils
- To encourage pupils to interact with others and engage in activities led by the teacher
- To encourage pupils to act independently as appropriate
- To prepare classroom as directed for lessons and clear afterwards and assist with the display of pupils' work
- To be aware of pupil problems/progress/achievements and report to the teacher as agreed.
- To undertake pupil record keeping as requested
- To support the teacher in managing pupil behaviour, reporting difficulties as appropriate
- To gather/report information from/to parents/carers as directed
- To provide clerical/administrative support - photocopying, typing, filing, collecting money etc
- To support pupils to understand instructions
- To support pupils in respect of local and national learning strategies - literacy, numeracy, as directed by the teacher

- To support pupils in using basic ICT as directed
- To prepare and maintain equipment/resources as directed by the teacher and assist pupils in their use
- To 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
- To be aware of and support difference and ensure all pupils have equal access to opportunities to learn and develop
- To contribute to the overall ethos/work/aims of the school
- To appreciate and support the role of other professionals
- To attend relevant meetings as required
- To participate in training and other learning activities and performance development as required
- To assist with the supervision of pupils out of lesson times, including before and after school and at lunchtimes
- To accompany teaching staff and pupils on visits, trips and out of school activities as required

**Personal attributes required (based on job description):**

Essential Criteria	How Identified	Desirable Criteria	How identified
<p><b>Qualifications</b></p> <ul style="list-style-type: none"> <li>• Participate in development and training opportunities</li> </ul>	Application form and selection process	<ul style="list-style-type: none"> <li>• Completion of DfES Teacher Assistant Induction Programme</li> </ul>	Application form and Certificate
<p><b>Skills, Ability, Knowledge</b></p> <ul style="list-style-type: none"> <li>• Good numeracy/literacy skills</li> <li>• Use basic technology – computer, video, photocopier</li> <li>• Ability to relate well to children and adults</li> <li>• Ability to work constructively as part of a team</li> <li>• Working with or caring for children of relevant age</li> </ul>	<p>Application form and selection process</p>	<ul style="list-style-type: none"> <li>• GCSE Maths and/or English grades D-G</li> <li>• CSE level 2</li> <li>• Appropriate knowledge of first aid</li> <li>• To be aware of</li> </ul>	<p>Provide evidence by producing certificate</p> <p>Application form and selection process</p> <p>Application form and</p>

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<ul style="list-style-type: none"> <li>• Understanding classroom roles and responsibilities and your own position within these.</li> </ul>	selection process	policies and procedures relating to child protection, health, safety and security, confidentiality and data protection.	selection process
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This post is subject to an enhanced DBS check. We value variety and individual differences, and aim to create a culture, environment and practices at all levels which encompass acceptance, respect and inclusion. All our colleagues are expected to demonstrate a commitment to co-operative values and principles, and the Ways of Being Co-op.