

## JOB DESCRIPTION

JD no: 44

### Job Details

Post Title	Teaching Assistant – Level 1
Responsible to	Line Manager

### Purpose of job

To work with teachers to support teaching and learning, providing general and specific assistance to pupils and staff under the direction, guidance and direct supervision of the classroom teacher.

### Responsibilities

1. Work with individuals or small groups of pupils in the classroom under the direct supervision of teaching staff and provide feedback to the teacher.
2. Support pupils to understand instructions, support independent learning and inclusion of all pupils.
3. Support the teacher in behaviour management and keeping pupils on task. Serious concerns or issues are escalated to the teacher.
4. Support pupils in social and emotional wellbeing, reporting problems to the teacher and/or Designated Senior Lead as appropriate and in line with established procedures.
5. Prepare and clear up learning environment and resources, including photocopying, filing and the display and presentation of pupils work and contribute to maintaining a safe environment.

Individuals in this role may also undertake some of the following:

1. Work with SEN students, under the direction of the Academy SENCO, promoting the learning and personal development of the pupil to whom you are assigned.
2. Record basic pupil data.
3. Assist with break-time supervision including facilitating games and activities.
4. Assist with escorting pupils on educational visits.
5. Support pupils in using basic IT.
6. Invigilate exams and tests.
7. Assist pupils with eating, dressing and hygiene, as required.

### Assessment and Reporting

- Standard of work will be assessed by the Line Manager and as such the Teaching Assistant – Level 1 will be observed and monitored both formally, through the Trust's Performance Development procedures and informally through daily discussions.

### Student Care Role

- The Teaching Assistant – Level 1 will follow the Trust's procedures for student contact & welfare.
- All issues arising from direct or indirect contact are to be taken to the appropriate Academy's Child Protection Officer.

## Training and Development

- Training and development will be given to ensure that the Administrative Assistant is able to carry out their job and will play a full and active part in the performance of the Brooke Weston Trust.

## Communication

The Teaching Assistant – Level 1 will:

- seek to respond to work-related matters within the same working day wherever possible
- represent the Trust in a range of situations including communicating and co-operating with persons or bodies outside the school environment

## Discipline, health and safety

All staff share an obligation to maintain good order and discipline among the students and safeguard their health and safety both when they are authorised to be on Academy premises and when they are engaged in authorised Trust activities elsewhere.

## Hours of work

- The Teaching Assistant – Level 1 is employed for [hours] per week for [weeks]

## Collegiate responsibility

In addition to the specific responsibilities of this post, every employee of the Brooke Weston Trust will commit to:

- ✓ providing a courteous and efficient service to students and staff at all times;
- ✓ using their influence with other staff and students to promote high standards of behaviour and order within the Academy

## Performance Management

The Teaching Assistant – Level 1 will be subject to the Brooke Weston Trust's Performance Management arrangements as set out in the relevant policies.

### Appraisal

The Teaching Assistant – Level 1 will benefit from an appraisal system modelled on best practice in performance management. They will participate in arrangements for the appraisal of their own performance.

## Role Review

This job description sets out the main duties of the post at the time of drafting. It cannot be read as an exhaustive list. It may be altered at any time in consultation with the post holder subject to the CEO's approval.

JOB DESCRIPTION		JD no: 45
Job Details		
Post Title	Teaching Assistant – Level 2	
Responsible to	Line Manager	
Purpose of job		
To work with teachers to support teaching and learning by working with individuals or small groups of pupils under the direction of teaching staff and may be responsible for some learning activities within the overall teaching plan.		
Responsibilities		
<div><div><div>1. Implement planned learning activities/teaching programmes as agreed with the teacher, adjusting activities according to pupils’ responses as appropriate.</div><div>2. Participate in the planning and evaluation of learning activities with the teacher, providing feedback to the teacher on pupil progress and behaviour. Serious concerns or issues are escalated to the teacher.</div><div>3. Support the teacher in monitoring, assessing and recording pupil progress. Provide feedback to pupils in relation to attainment and progress under the guidance of the teacher.</div><div>4. Support pupils in social and emotional wellbeing, reporting problems to the teacher and/or Designated Senior Lead as appropriate and in line with established procedures.</div><div>5. Support learning by arranging/providing resources for lessons/activities under the direction of the teacher.</div><div>6. Share information about pupils with other staff, parents/carers, internal and external agencies, as appropriate.</div><div>7. Understand and support independent learning and inclusion of all pupils as required.</div></div><div>Individuals in this role may also undertake some of the following:</div><div><div>8. Work with SEN students, under the direction of the Academy SENCO, promoting the learning and personal development of the pupil to whom you are assigned.</div><div>9. Work with individual pupils with special educational needs and/or pupils for whom English is not their first language.</div><div>10. Assist in the development of individual development plans for pupils.</div><div>11. Support the work of volunteers and other teaching assistants in the classroom.</div><div>12. Select, prepare and clear away classroom materials and learning areas ensuring they are available for use, including developing and presenting displays.</div><div>13. Invigilate exams and tests.</div><div>14. Assist in escorting and supervising pupils on educational visits and out of school activities.</div><div>15. Assist pupils with eating, dressing and hygiene, as required.</div></div></div>		
Assessment and Reporting		
<div><div>• Standard of work will be assessed by the Line Manager and as such the Teaching Assistant – Level 2 will be observed and monitored both formally, through the Trust’s Performance Development procedures and informally through daily discussions.</div></div>		
Student Care Role		
<div><div>• The Teaching Assistant – Level 2 will follow the Trust’s procedures for student contact &amp; welfare.</div><div>• All issues arising from direct or indirect contact are to be taken to the appropriate Academy’s Child Protection Officer.</div></div>		

## Training and Development

- Training and development will be given to ensure that the Teaching Assistant – Level 2 is able to carry out their job and will play a full and active part in the performance of the Brooke Weston Trust.

## Communication

The Teaching Assistant – Level 2 will:

- seek to respond to work-related matters within the same working day wherever possible
- represent the Trust in a range of situations including communicating and co-operating with persons or bodies outside the school environment

## Discipline, health and safety

All staff share an obligation to maintain good order and discipline among the students and safeguard their health and safety both when they are authorised to be on Academy premises and when they are engaged in authorised Trust activities elsewhere.

## Hours of work

- The Teaching Assistant – Level 2 is employed for [hours] per week for [weeks]

## Collegiate responsibility

In addition to the specific responsibilities of this post, every employee of the Brooke Weston Trust will commit to:

- ✓ providing a courteous and efficient service to students and staff at all times;
- ✓ using their influence with other staff and students to promote high standards of behaviour and order within the Academy

## Performance Management

The Teaching Assistant – Level 2 will be subject to the Brooke Weston Trust's Performance Management arrangements as set out in the relevant policies.

### Appraisal

The Teaching Assistant – Level 2 will benefit from an appraisal system modelled on best practice in performance management. They will participate in arrangements for the appraisal of their own performance.

## Role Review

This job description sets out the main duties of the post at the time of drafting. It cannot be read as an exhaustive list. It may be altered at any time in consultation with the post holder subject to the CEO's approval.

JOB DESCRIPTION		JD no: 46
Job Details		
Post Title	Teaching Assistant – Level 3	
Responsible to	Line Manager	
Purpose of job		
To work with teachers to support teaching and learning, providing specialist support to the teacher in an aspect of the curriculum, age range or additional needs.		
Responsibilities		
<div><div><div>1. Provide learning activities for individuals and groups of pupils under the professional direction and supervision of a qualified teacher, differentiating and adapting learning programmes to suit the needs of allocated pupils.</div><div>2. Monitor and record pupil responses and learning achievements, drawing any problems which cannot be resolved to the attention of the teacher.</div><div>3. Assess, record and report on development, progress and attainment as agreed with the teacher.</div><div>4. Support pupils in social and emotional wellbeing, reporting problems to the teacher and/or Designated Senior Lead as appropriate and in line with established procedures.</div><div>5. Select and adapt appropriate resources/methods to facilitate agreed learning activities.</div><div>6. Share information about pupils with other staff, parents/carers, internal and external agencies, as appropriate.</div><div>7. Plan and evaluate specialist learning activities with the teacher, writing reports and records as required.</div><div>8. Teaching assistants in this role are expected to undertake at least one of the following:<div><div>a) Provide specialist support to pupils with special educational needs, for example, learning, behavioural, communication, social, sensory or physical difficulties.</div><div>b) Provide specialist support to pupils where English is not their first language</div><div>c) Provide specialist support to gifted and talented pupils.</div><div>d) Provide specialist support to all pupils in a particular learning area (e.g. IT, literacy, numeracy).</div></div></div></div></div>		
Individuals in this role may also undertake some of the following:		
<div><div><div>1. Be involved in planning, organising and implementing individual development plans for pupils, including attendance at, and contribution to, reviews.</div><div>2. Supervise the work of other support staff/trainees.</div><div>3. Provide short term cover supervision of classes.</div><div>4. Be responsible for the preparation, maintenance and control of stocks of materials and resources.</div><div>5. Invigilate exams and tests.</div><div>6. Escort and supervise pupils on educational visits and out of school activities.</div><div>7. Supervise individuals and groups of pupils throughout the day, including supervision in the classroom, playground and dining areas. Work with pupils not working to the normal timetable.</div><div>8. Assist pupils with eating, dressing and hygiene, as required.</div></div></div>		
Assessment and Reporting		
<div><div><div>• Standard of work will be assessed by the Line Manager and as such the Teaching Assistant – Level 3 will be observed and monitored both formally, through the Trust’s Performance Development procedures and informally through daily discussions.</div></div></div>		

## Student Care Role

- The Teaching Assistant – Level 3 will follow the Trust's procedures for student contact & welfare.
- All issues arising from direct or indirect contact are to be taken to the appropriate Academy's Child Protection Officer.

## Training and Development

- Training and development will be given to ensure that the Teaching Assistant – Level 3 is able to carry out their job and will play a full and active part in the performance of the Brooke Weston Trust.

## Communication

The Teaching Assistant – Level 3 will:

- seek to respond to work-related matters within the same working day wherever possible
- represent the Trust in a range of situations including communicating and co-operating with persons or bodies outside the school environment

## Discipline, health and safety

All staff share an obligation to maintain good order and discipline among the students and safeguard their health and safety both when they are authorised to be on Academy premises and when they are engaged in authorised Trust activities elsewhere.

## Hours of work

- The Teaching Assistant – Level 3 is employed for [hours] per week for [weeks]

## Collegiate responsibility

In addition to the specific responsibilities of this post, every employee of the Brooke Weston Trust will commit to:

- ✓ providing a courteous and efficient service to students and staff at all times;
- ✓ using their influence with other staff and students to promote high standards of behaviour and order within the Academy

## Performance Management

The Teaching Assistant – Level 3 will be subject to the Brooke Weston Trust's Performance Management arrangements as set out in the relevant policies.

### Appraisal

The Teaching Assistant – Level 3 will benefit from an appraisal system modelled on best practice in performance management. They will participate in arrangements for the appraisal of their own performance.

## Role Review

This job description sets out the main duties of the post at the time of drafting. It cannot be read as an exhaustive list. It may be altered at any time in consultation with the post holder subject to the CEO's approval.

JOB DESCRIPTION		JD no: 27
Job Details		
Post Title	Higher Level Teaching Assistant	
Responsible to	Line Manager	
Purpose of job		
To collaborate with teachers in planning and delivering programmes of teaching and learning activities for classes. The primary focus is to undertake educational activities with individuals, groups and whole classes within a framework agreed with and under the overall direction and supervision of a qualified teacher.		
Responsibilities		
<div><div><div>1. Plan, prepare and deliver assigned programmes of teaching and learning activities to individuals, small groups and/or classes modifying and adapting activities as necessary under the overall direction and supervision of a teacher.</div><div>2. Responsible for assessing, recording and reporting on development, progress and attainment.</div><div>3. Liaise with staff and other relevant professionals and provide information about pupils as appropriate.</div><div>4. Use teaching and learning objectives to plan, evaluate and adjust lessons/work plans as appropriate within agreed systems of supervision.</div><div>5. Assess the needs of pupils and use detailed knowledge and specialist skills to support pupils’ learning.</div><div>6. Support pupils in social and emotional wellbeing, reporting problems to the teacher as appropriate.</div><div>7. Develop and implement individual development plans for pupils, including attendance at, and contribution to, reviews.</div><div>8. Support the role of parents/carers in pupils’ learning and contribute to meetings with parents/carers to provide constructive feedback on pupil progress/achievement.</div><div>9. Liaise with external agencies on a regular basis.</div><div>10. Teaching assistants in this role are expected to undertake at least one of the following:<div><div>a) Provide specialist support to pupils with special educational needs, for example, learning, behavioural, communication, social, sensory or physical difficulties.</div><div>b) Provide specialist support to pupils where English is not their first language</div><div>c) Provide specialist support to gifted and talented pupils.</div><div>d) Provide specialist support to all pupils in a particular learning area (e.g. IT, literacy, numeracy).</div></div></div></div></div>		
Individuals in this role may also undertake some of the following: <div><div>1. Supervise or manage the work and development of other classroom support staff.</div><div>2. Be responsible for the preparation, maintenance and control of stocks of materials and resources.</div><div>3. Provide pastoral care to pupils.</div><div>4. Be responsible for pupils who are not working to the normal timetable.</div><div>5. Invigilate exams and tests.</div></div>		
Assessment and Reporting		
<div><div>• Standard of work will be assessed by the Line Manager and as such the Higher Level Teaching Assistant will be observed and monitored both formally, through the Trust’s Performance Development procedures and informally through daily discussions.</div></div>		
Student Care Role		

- The Higher Level Teaching Assistant will follow the Trust's procedures for student contact & welfare.
- All issues arising from direct or indirect contact are to be taken to the appropriate Academy's Child Protection Officer.

### Training and Development

- Training and development will be given to ensure that the Higher Level Teaching Assistant is able to carry out their job and will play a full and active part in the performance of the Brooke Weston Trust.

### Communication

The Higher Level Teaching Assistant will:

- seek to respond to work-related matters within the same working day wherever possible
- represent the Trust in a range of situations including communicating and co-operating with persons or bodies outside the school environment

### Discipline, health and safety

All staff share an obligation to maintain good order and discipline among the students and safeguard their health and safety both when they are authorised to be on Academy premises and when they are engaged in authorised Trust activities elsewhere.

### Hours of work

- The Higher Level Teaching Assistant is employed for [hours] per week for [weeks]

### Collegiate responsibility

In addition to the specific responsibilities of this post, every employee of the Brooke Weston Trust will commit to:

- ✓ providing a courteous and efficient service to students and staff at all times;
- ✓ using their influence with other staff and students to promote high standards of behaviour and order within the Academy

### Performance Management

The Higher Level Teaching Assistant will be subject to the Brooke Weston Trust's Performance Management arrangements as set out in the relevant policies.

#### Appraisal

The Higher Level Teaching Assistant will benefit from an appraisal system modelled on best practice in performance management. They will participate in arrangements for the appraisal of their own performance.

### Role Review

This job description sets out the main duties of the post at the time of drafting. It cannot be read as an exhaustive list. It may be altered at any time in consultation with the post holder subject to the CEO's approval.



JOB DESCRIPTION		JD no: 16
Job Details		
Post Title	Designated Special Provision (DSP) Assistant	
Responsible to	Line Manager	
Purpose of job		
To work with teachers as part of a professional team to support teaching and learning for SEN pupils. Providing learning support to pupils who need particular help to overcome barriers to learning, such as those with moderate, severe, profound and multiple learning difficulties and/or behavioural, social, communication, sensory or physical disabilities.		
Responsibilities		
<ol style="list-style-type: none"><li>1. Implement planned learning activities/teaching programmes as agreed with the teacher, adjusting activities according to pupils’ responses as appropriate.</li><li>2. Participate in planning and evaluation of learning activities with the teacher, providing feedback to the teacher on pupil progress and behaviour.</li><li>3. Support the teacher in monitoring, assessing and recording pupil progress/activities.</li><li>4. Provide feedback to pupils in relation to attainment and progress under the guidance of the teacher.</li><li>5. Support learning by arranging/providing resources for lessons/activities under the direction of the teacher.</li><li>6. Support pupils in social and emotional wellbeing, reporting problems to the teacher as appropriate.</li><li>7. Share information about pupils with other staff, parents/carers, internal and external agencies, as appropriate.</li><li>8. Understand and support independent learning and inclusion of all pupils as required.</li><li>9. Work with pupils on therapy or care programmes, designed and supervised by a therapist.</li><li>10. Attend to pupils’ personal needs including toileting, hygiene, dressing and eating, as well as help with social, welfare and health matters, reporting problems to the teacher as appropriate. Physically assist pupils in activities.</li></ol> <p>Individuals in this role may also undertake some of the following:</p> <ol style="list-style-type: none"><li>1. Administer medication in accordance with an agreed plan under direction of healthcare practitioner and following appropriate training.</li><li>2. Update pupil records.</li><li>3. Assist with break-time supervision including facilitating games and activities.</li><li>4. Assist with escorting pupils on educational visits.</li><li>5. Support pupils in using basic IT.</li><li>6. Undertake moving and handling activities as required.</li></ol>		
Assessment and Reporting		
<ul style="list-style-type: none"><li>• Standard of work will be assessed by the Line Manager and as such the DSP Assistant will be observed and monitored both formally, through the Trust’s Performance Development procedures and informally through daily discussions.</li></ul>		
Student Care Role		
<ul style="list-style-type: none"><li>• The DSP Assistant will follow the Trust’s procedures for student contact &amp; welfare.</li><li>• All issues arising from direct or indirect contact are to be taken to the appropriate Academy’s Child</li></ul>		

Protection Officer.

### Training and Development

- Training and development will be given to ensure that the DSP Assistant is able to carry out their job and will play a full and active part in the performance of the Brooke Weston Trust.

### Communication

The DSP Assistant will:

- seek to respond to work-related matters within the same working day wherever possible
- represent the Trust in a range of situations including communicating and co-operating with persons or bodies outside the school environment

### Discipline, health and safety

All staff share an obligation to maintain good order and discipline among the students and safeguard their health and safety both when they are authorised to be on Academy premises and when they are engaged in authorised Trust activities elsewhere.

### Hours of work

- The DSP Assistant is employed for [hours] per week for [weeks]

### Collegiate responsibility

In addition to the specific responsibilities of this post, every employee of the Brooke Weston Trust will commit to:

- ✓ providing a courteous and efficient service to students and staff at all times;
- ✓ using their influence with other staff and students to promote high standards of behaviour and order within the Academy

### Performance Management

The DSP Assistant will be subject to the Brooke Weston Trust's Performance Management arrangements as set out in the relevant policies.

#### Appraisal

The DSP Assistant will benefit from an appraisal system modelled on best practice in performance management. They will participate in arrangements for the appraisal of their own performance.

### Role Review

This job description sets out the main duties of the post at the time of drafting. It cannot be read as an exhaustive list. It may be altered at any time in consultation with the post holder subject to the CEO's approval.

JOB DESCRIPTION		JD no: 49
Job Details		
Post Title	Examinations Invigilator	
Responsible to	Line Manager	
Purpose of job		
To ensure the fair and proper conduct of examinations according to the school's/examination board's rules, in an environment that enables pupils to perform at their best.		
Responsibilities		
<div>1. Invigilate the examination, including dealing with examination irregularities.</div> <div>2. Assist in the setting up of examination venues, laying out equipment and papers in accordance with procedures.</div> <div>3. Communicate examination procedures to pupils and oversee behaviour.</div> <div>4. Respond to pupil requests during the examination.</div> <div>5. Ensure no unauthorised material is consulted.</div> <div>6. Escort candidates from the location during the examination, such as for toilet breaks.</div> <div>7. Maintain candidate attendance and absence records.</div> <div>8. To undertake any other duties, commensurate with the level of the post, as may be required from time to time.</div>		
Assessment and Reporting		
<div>• Standard of work will be assessed by the Line Manager and as such the Examinations Invigilator will be observed and monitored both formally, through the Trust's Performance Development procedures and informally through daily discussions.</div>		
Student Care Role		
<div>• The Examinations Invigilator will follow the Trust's procedures for student contact &amp; welfare.</div> <div>• All issues arising from direct or indirect contact are to be taken to the appropriate Academy's Child Protection Officer.</div>		
Training and Development		
<div>• Training and development will be given to ensure that the Examinations Invigilator is able to carry out their job and will play a full and active part in the performance of the Brooke Weston Trust.</div>		
Communication		
<div>The Examinations Invigilator will:</div> <div>• seek to respond to work-related matters within the same working day wherever possible</div> <div>• represent the Trust in a range of situations including communicating and co-operating with persons or bodies outside the school environment</div>		
Discipline, health and safety		

All staff share an obligation to maintain good order and discipline among the students and safeguard their health and safety both when they are authorised to be on Academy premises and when they are engaged in authorised Trust activities elsewhere.

### Hours of work

- The Examinations Invigilator is employed for [hours] per week for [weeks]

### Collegiate responsibility

In addition to the specific responsibilities of this post, every employee of the Brooke Weston Trust will commit to:

- ✓ providing a courteous and efficient service to students and staff at all times;
- ✓ using their influence with other staff and students to promote high standards of behaviour and order within the Academy
- ✓ maintaining confidentiality at all times in respect of school-related matters and to prevent disclosure of confidential and sensitive information.

### Performance Management

The Examinations Invigilator will be subject to the Brooke Weston Trust's Performance Management arrangements as set out in the relevant policies.

#### Appraisal

The Examinations Officer will benefit from an appraisal system modelled on best practice in performance management. They will participate in arrangements for the appraisal of their own performance.

### Role Review

This job description sets out the main duties of the post at the time of drafting. It cannot be read as an exhaustive list. It may be altered at any time in consultation with the post holder subject to the CEO's approval.