

MATRIX ACADEMY TRUST
Job Description – Primary Teaching Assistant

Arrangement:	Full Time 35 Hours a week 8.30am to 4pm with half an hour lunch
Based at:	Bloxwich Academy Primary
Salary Scale:	Scale Group 2 Spine Point 5-8 £12,288.97 (pro-rata) Term Time Only £13,077.94 (pro-rata) Graduate – Term Time Only
Responsible to:	Deputy Headteacher
Responsible for:	<ul style="list-style-type: none"> • Engaging pupils with the curriculum by extending and promoting the development of writing and language. • Providing a secure and engaging learning environment to deliver learning to small groups or individual pupils. • Ensuring pupil progress throughout the curriculum.
Main Purpose:	<ul style="list-style-type: none"> • Supporting pupils who are identified as in need of additional support in making progress towards achieving at least Age-Related Expectations. • Give pupils support by extending their skills to enable them to progress in line with their peers.
Main Activities:	<ul style="list-style-type: none"> • Working with small groups of pupils to deliver sections of the curriculum. • Give 1 to 1 tuition to pupils where the need is identified. • Working with the class teacher to identify pupils in need of support, given the appropriate data. • Set up weekly schedules of pupils in need of additional support and keep appropriate records. • Monitoring the progress of those pupils who receive support and intervention to ensure any gaps are closed in pupils writing skill development. • Liaise with parents and provide support for home activities to develop and extend pupils in their development. • Prepare and research engaging and innovative small group work and 1 to 1 resources to impact on the learning of the pupils. • Monitor pupils' progress and impact of support through assessment before and after intervention. • Reporting to senior staff on the pupils identified, detailing the progress made and the impact of the interventions. • Attend appropriate training as required. • Any other reasonable direction from the Headteacher.

Other Support to the Trust:	<ul style="list-style-type: none">• Actively participating in the Performance Management process within the trust.• Developing and understanding of trust policies and procedures, complying with their contents and raising concerns in a timely manner• Identify personal training needs and participate in training and performance development whenever required• Be aware of, support and ensure equal opportunities for all• Contribute to the overall ethos/work/aims of Matrix Academy Trust• Appreciate and support the role of other professionals• Attend and participate in relevant meetings as required• To undertake any other duties appropriate to the grade of the post.• In addition to the above the post holder must be committed to safeguarding and promoting the welfare of children and young people• To undertake any duties reasonably directed by the Headteacher• Job descriptions are subject to annual review
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