



**Job Title: Teaching Assistant (PE)**

**The Endeavour Co-operative Academy**

*Part of the Keys Co-operative Academy Trust*

**Job Grade: LGS Scale 4 Term Time Only – Monday to Friday**

### **The Role**

To work with the PE Teacher to support learning activities for pupils.

### **Job Purpose**

To work under the professional direction of the PE Teacher, Key Stage Leaders & Senior Leadership Team.

TA's are expected to report on pupils' learning and to assess, record and report on pupil progress towards their targets.

### **Key Accountabilities:**

- Establish productive working relationships with pupils, acting as a role model and setting high expectations as agreed.
- Ensure policies are followed and contribute to the positive service ethos.
- Assist the teacher to plan challenging teaching and learning objectives.
- Teaching individuals or in small groups with guidance from a teacher.
- Marking pupils' work and recording progress as directed by a teacher.
- Anticipate and manage behaviour in line with policies, and model reflective practice.
- Use ICT effectively to support learning activities and develop pupils' competence and independence in its use.
- Select and prepare resources in liaison with teaching staff.
- Communicate written and verbal information about pupil progress as

required.

- Cover for absent teachers, leading lessons, for which additional pay can be claimed.
- Supporting teachers with off-site visits, such as MESSSA events
- Lead daily lunchtime sports clubs
- Attend residential visits (Currently there are 2 such visits, KS3 to Danbury for 3 days, KS5 to Derbyshire for 5 days) when necessary
- Support in other lessons as and when necessary
- For swimming lessons, duties include being in the water with pupils
- Take the appropriate lifeguard qualifications to allow supervision in swimming lessons
- Assist administrative team as necessary.
- Attend all relevant staff meetings and training as required.
- Participate in performance reviews and take leading responsibility for their own learning, development and training needs.
- Willingness and flexibility to adapt routine to work outside normal working hours to attend work related meetings/activities as necessary.
- To support pupils with personal care & toileting if needed
- Other duties as reasonably required
- Where appropriate drive the school minibus or be willing to take the county minibus test.
- Duties of the post may be varied, according to service needs and as and when required.

### **Knowledge, Skills and Experience**

- Use of ICT effectively to support learning.
- First Aid training or willingness to undertake such training
- Working knowledge of relevant policies/codes of practice and legislation.
- Good understanding of child development and learning processes.
- Ability to relate well to children and adults and reflect on one's practice.
- Understanding of classroom/school roles and frameworks for teaching.
- Effective time management.
- Good communication/interpersonal skills.
- Work calmly under pressure and be flexible.
- Creative approach to problem solving.
- Ability to follow instructions accurately.
- Ability to use your own initiative and work

independently.

- Ability to maintain confidentiality.
- Successful experience in a similar role is desirable.
- Successful experience of working as part of a team is desirable.
- Excellent numeracy/literacy skills – equivalent to at least Level 2 in English & Maths.
- Undertaking the full duties of the role and effectively completing your performance objectives.
- Have a full understanding of the ethos of The Endeavour Co-operative Academy.
- Organise and manage the learning environment and resources.
- Can evidence the development of pupils skills and knowledge via ICT applications.
- The postholder will be required to work flexibly, in order to meet operational needs.

### **Safeguarding**

Keys Co-operative Academy Trust is committed to safeguarding and promoting the welfare of children and vulnerable adults, and expects all employees and volunteers to share this commitment.

### **Pre-Employment Checks appropriate to this Job Profile**

Keys Co-operative Academy Trust is committed to ensuring all recruitment is undertaken fairly, effectively, safely and in accordance with legislation.

The information below provides pre-employment screening guidance for candidates applying to this job at Keys Co-operative Academy Trust.

### **Role Requirement:**

Working with children / vulnerable adults in a specified place or post.

### **Pre-Employment Check**

#### **Definition**

Self Declaration (Spent and unspent convictions)

A declaration of spent and unspent convictions must be completed by employees who work with vulnerable adults or children

An Enhanced DBS (Disclosure & Barring Service) check will be sought by KCAT before a start date is agreed

ISA Registration – Regulated (Currently subject to Home Office review

KCAT will administer the ISA Register check

References All posts defined as Regulated or Controlled as outlined in the ISA Regulations will require:

- At least two employer references – one reference is required prior to interview and should ideally be from your current/most recent employer
- Reference history covering a minimum of five years employment
- A reference from the last employer where the post gave access to children or vulnerable adults Any gaps of 4 weeks or more will be explored by the manager at interview stage. Where appropriate additional character references will be taken up

Medical All new recruits and employees whose role changes significantly are required to complete a medical health questionnaire Eligibility / Right to work in the UK

Proof is required and original documentation will be sought i.e. passport or full birth certificate

Regulatory qualifications and professional registration (subject to role)

Original qualification certificates and proof of registration with a professional body are required (if applicable)