



Location: North Wingfield Primary and Nursery Academy, 80 Chesterfield Road, North Wingfield, S42 5LE

Salary: Redhill Academy Trust Pay Scale, Band 7, Scale Points 32 – 36 Band 8, Scale Points 36- 40

Hours of work: 32.5 hours per week, term time only

Responsible to: Headteacher / Assistant Headteachers

Main Duties and Responsibilities:

Support for Pupils:

- Provide a secure, caring and enriching environment for all pupils.
- Supervise and provide support for pupils, including those with special needs, ensure their safety and access to learning facilities.
- Model and exercise high quality care and education for all children during the school day, inside and outside.
- Assist with the development and implementation of Personal Care programmes.
- Establish positive, constructive relationships with pupils and interact with them according to individual needs.
- Promote the inclusion and acceptance of all pupils.
- Encourage pupils to interact with others and engage in activities led by the teacher
- Assist in resolving behavioural and emotional problems of children
- Provide feedback to pupils in relation to progress and achievement under guidance of the teacher
- Provide basic first aid and comfort sick children
- Provide good quality interactions throughout the continuous provision that extends children's vocabulary
- Support the teaching of a broad and balanced curriculum aimed at pupils achieving their full potential in all areas of learning

Support for Teachers:

- Create and maintain a purposefully, orderly and supportive environment, in accordance with lesson plans.
- Use strategies, in liaison with the teacher to support pupils to achieve learning goals.
- Assist with the planning of learning activities (inside and outside)

- Monitor pupils' responses to learning activities and accurately record achievement/progress as directed.
- Make and record observations.
- Provide detailed and regular feedback to teachers on pupils' achievement, progress, problems etc.
- Promote good pupil behaviour, dealing promptly with conflict and incidents in line with established policy and encourage pupils to take responsibility for their own behaviour.
- Establish positive, constructive relationships with parents/carers and other adults involved with the child.
- Undertake routine marking of pupils' work.
- Share records with parents, carers and professionals where appropriate.
- Provide clerical/admin support e.g. photocopying, filing etc.
- Provide cover for the class teacher during PPA & Management time each week

Support for Curriculum:

- Undertake structured and agreed learning activities/teaching programmes, adjusting activities according to pupil's resources.
- Undertake programmes linked to local and national learning strategies.
- Support the use of ICT in learning activities and develop pupils' competence and independence in its use.
- Prepare, maintain and use equipment/resources required to meet the lesson plans/relevant learning activity and assist pupils in their use.

Support for the school:

- 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.
- Promote and contribute to the overall ethos/works/aims of the school.
- Appreciate and support the role of professionals.
- Attend and participate in relevant meetings as required.
- Participate in, and contribute to, training and other learning activities and performance development as required.
- Accompany teacher staff and pupils on visits, trips and out of school activities as required and take responsibility for a group under the supervision of the teacher.
- To work in partnership with all members of the school community to support the needs of all children and their families.



NORTH WINGFIELD PRIMARY & NURSERY ACADEMY

EARLY YEARS TEACHING ASSISTANT/HLTA

Person Specification

	Essential	Desirable
Qualifications	Good basic education to GCSE Grade C in English and Mathematics or equivalent. HLTA qualification Teaching Assistant qualification	First Aid training
Experience	Experience of working in an early year's environment Experience as a HLTA	
Knowledge & Understanding	A knowledge & understanding of: <ul style="list-style-type: none">•The needs of young children.•Children development and the ways in which children learn.•The roles played by various adults in a child's education.•Behaviour management strategies•Equal opportunities.•Safeguarding.	

<p>Skills</p>	<p>Have the ability to:</p> <ul style="list-style-type: none"> •Help professional staff achieve their objectives. •Assist children on an individual basis, in small groups and as a whole class. •Explain tasks simply and clearly and foster independence. •Supervise children and adhere to defined behaviour management policies. •Accept and respond to authority and supervision. •Work with guidance, but under limited supervision. •Liaise and communicate effectively with others. •Build excellent relationships with parents/carers. •Demonstrate good organisational skills. •Reflect on and develop professional practice. •Make and maintain basic teaching resources. •Support individual pupils on programmes to improve Literacy and/or Numeracy. •Support pupils in learning outside the classroom, including educational visits. •Knowledge of how to successfully lead learning activities for a group or class of children 	<p>Contribute to the wider life of the school.</p>
----------------------	---	--