

DUNDALE PRIMARY AND NURSERY SCHOOL
Job Title: 1:1 Teaching Assistant

Location: Dundale Primary and Nursery School

Pay grade – H2

Hours – 12.00-15.15

Purpose of the role: To work with teachers to support teaching and learning, providing general and specific assistance to pupils under the guidance and direct supervision of the classroom teacher. Key focus will be on a specific pupil but the role will not be limited to this.

Responsibilities:

- Work with an individual or small groups of pupils in the classroom under the direct supervision of teaching staff and provide feedback to the teacher
- Support pupils to understand instructions; support independent learning and inclusion of all pupils
- Support the teacher in behaviour management and keeping pupils on task
- Support pupils in social and emotional wellbeing, reporting problems to the teacher as appropriate
- 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
- Implement planned learning activities/teaching programmes as agreed with the teacher, adjusting activities according to pupils' responses as appropriate
- Participate in planning and evaluation of learning activities with the teacher, providing feedback to the teacher on pupil progress and behaviour
- Support the teacher in monitoring, assessing and recording pupil progress/activities
- Attend training courses where necessary for the needs of the children in the school and needs of the individual member of staff
- Provide feedback to pupils in relation to attainment and progress under the guidance of the teacher
- Support learning by arranging/providing resources for lessons/activities under the direction of the teacher.
- Share information about pupils with other staff, parents/carers, internal and external agencies, as appropriate
- Understand and support independent learning and inclusion of all pupils as required
- Assist with break-time supervision including facilitating games and activities
- Assist pupils with eating, dressing, hygiene and medical needs, as required, whilst encouraging independence

**Teaching Assistants in this role may also undertake some or all of the following:
(dependent upon experience)**

- Record basic pupil data
- Support children's learning through play
- Assist with escorting pupils on educational visits
- Support pupils in using basic ICT and in the curriculum
- Invigilate exams and tests

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- Be involved in planning, organising and implementing individual development plans for pupils (such as Individual educational plans), including attendance at, and contribution to, reviews
- Work with pupils not working to the normal timetable
- Develop and implement Individual Development Plans for pupils (such as Individual Educational Plans), including attendance at, and contribution to, reviews
- Support the role of parents/carers in pupils' learning and contribute to meetings with parents/carers to provide constructive feedback on pupil progress/achievement etc
- Liaise with external agencies on a regular basis
- Work with individual pupils with special educational needs.
- Work with pupils for whom English is not their first language
- Support the work of volunteers in the classroom
- Select, prepare and clear away classroom materials and learning areas ensuring they are available for use, including developing and presenting displays
- Support pupils in developing and implementing their own personal and social development

Person Specification

Experience

- Experience of working with children within Early Years/Nursery Provision

Qualifications and Training

- GCSE English and Maths grade C (level 4) or above
- Desirable: Training in relevant interventions and learning programmes eg ELS phonics

Knowledge and skills

- Full working knowledge of the relevant policies/code of practice and awareness of relevant legislation
- Working knowledge of the National Curriculum
- Show understanding of the principles of child development and how children learn
- Ability to self-evaluate learning needs and actively seek opportunities for learning and development
- Ability to relate well to children and adults
- Ability to manage groups of children and engage them in learning
- Ability to question pupils effectively to move learning forward and adapt resources to pupils' learning needs
- Ability to work constructively as part of a team, demonstrating a high level of respect for pupils, parents, school staff and the wider community
- Able to deal with matters in a confidential and professional way
- Confident use of technology
- Patience, empathy and professionalism
- Commitment to implementing the values of Dundale School

This post is classed as having a high degree of contact with children or vulnerable adults and is exempt from the Rehabilitation of Offenders Act 1974. An enhanced disclosure will be sought through the DBS as part of Hertfordshire County Council's pre-employment checks. Please note that additional information referring to the Disclosure and barring Service is in the

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guidance notes to the application form. If you are invited to an interview you will receive more information.

This role will be reviewed annually as part of the PM process

The duties and responsibilities listed above describe the post as it is at present. The post holder is expected to accept any reasonable alterations that may from time to time be necessary.

Signed:.....

Date :

This job description will be reviewed at least annually as part of your Performance Appraisal.

Dundale Primary and Nursery School encourages and supports the safeguarding and protection of all its pupils. This post is subject to enhanced DBS disclosure.