



# White Woods

## Primary Academy Trust

The Pod  
Canklow Woods Primary School  
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Chief Executive Officer: Kate Davies

**Job Title:** EYFS Teaching Assistant  
**Grade/Band:** Level 3, Band E  
**Responsible to:** Headteacher

### Main Purpose of the Role

The post holder will work with teachers to support teaching and learning by working with individuals or small groups of pupils under the direction of teaching staff. This will include providing specialist support to the teacher in an aspect of the curriculum, age range or additional needs.

### Specific responsibilities

- ✓ Implement planned learning activities/teaching programmes as agreed with the teacher, adjusting activities according to pupils' responses as appropriate
- ✓ 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
- ✓ Provide specialist key worker support to students
- ✓ Assess, record and report on development, progress and attainment as agreed with the teacher
- ✓ Monitor and record pupil responses and learning achievements, drawing any problems which cannot be resolved to the attention of the teacher
- ✓ Plan and evaluate specialist learning activities with the teacher, writing reports and records as required
- ✓ Select and adapt appropriate resources/methods to facilitate agreed learning activities
- ✓ Support pupils in social and emotional well-being, reporting problems to the teacher as appropriate
- ✓ Share information about pupils with other staff, parents/carers, internal and external agencies as appropriate
- ✓ Support the use of ICT in the curriculum

### Child-centred - Collaboration - Curiosity - Challenge

- ✓ Select, prepare, and clear away classroom materials and learning areas ensuring they are available for use, including developing and presenting displays
- ✓ Promote good pupil behaviour, dealing promptly with conflict and incidents, encouraging pupils to take responsibility for their own behaviour
- ✓ Provide administrative support including recording and updating records and pupil data and monitoring, photocopying, and maintaining stock and classroom supplies as required
- ✓ Assist in escorting and supervising pupils on educational visits and out of school activities including transporting and supporting students with off site visits

## General

- ✓ Attendance at staff meetings and Trust training activities where relevant.
- ✓ Participate in performance management
- ✓ Cover playtime & lunchtime supervision
- ✓ Attend Inset days and twilight activities
- ✓ As this post requires working in Schools a DBS and barred lists check at the enhanced level will be

## Person Specification

1. Knowledge and Experience	Essential/Desirable	Shortlisting
A. Experience of working as a teaching assistant or equivalent including working with children with complex needs	E	✓
B. Experience of working in a school	E	✓
C. Understanding of how children develop and learn	E	
D. Practical knowledge of contributing to a range of teaching and learning activities	E	✓
E. Experience of working with special educational needs	D	
F. Knowledge and understanding of relevant legislation eg: child protections and health and safety	E	
G. Understanding of national/foundation stage curriculum and other learning programmes	D	
H. Ability to demonstrate sensitivity to the needs of pupils	E	
I. Using a range of computer applications and ICT including word processing, spreadsheets, databases, presentation software, internet and e-mail	E	▼
J. Working in an environment where literacy and numeracy skills have been demonstrated	E	✓
2. Qualifications and Training	Essential/Desirable	Shortlisting
NQF Level 3 qualification in supporting teaching and learning Or Evidence of the equivalent level of knowledge gained through work experience	E	✓
3. Skills and Abilities	Essential/Desirable	Shortlisting
A. Communicates effectively on a 1:1 basis about straightforward and detailed issues with a range of people	E	
B. Deals confidently with different points of view in conversations	E	
C. Contributes clearly and effectively to discussion with others	E	

D. Persuades others to own point of view on routine issues	E	
E. Produces detailed written information to communicate information, ideas and opinions	E	
F. Uses initiative and organises own daily workload	E	
G. Responds independently to unexpected problems and situations	E	
H. Gathers enough relevant information to understand specific problems, issues, and events	E	
I. Uses factual information to identify problems and draw logical conclusions	E	
J. Makes own judgement about situations and plans ahead	E	

4. Beliefs, attitudes and personal attributes	Essential/Desirable	Shortlisting
A: A shared commitment to a "no excuses" culture with a work ethic and drive to match that of the Trust in improving education and life chances of the communities we serve.	E	
B: Committed and passionate about the provision of outstanding primary education.	E	✓
C: Belief and commitment to equality of opportunity for all	E	
D: Optimism and resilience in the face of challenges	E	✓
E: Self-aware and able to learn	E	✓

5. Additional Factors	Essential/Desirable	Shortlisting
A: Ability to travel within a reasonable timeframe	E	
B: No serious health problem which is likely to impact upon job performance (that cannot be accommodated by reasonable adjustments)	E	
C: Good attendance record in current/previous employment (not including absences resulting from disability)	E	

D: A commitment to safeguarding and promoting the welfare of children and young people.	E	
E: A willingness to share information and expertise.	E	
F: A commitment to ongoing staff development and the development of others.	E	

### Statements relevant to all posts

All duties and responsibilities should be carried out in accordance with agreed policy and procedures, in particular those relating to: Environmental; Health and Safety; Equal Opportunities; Risk Management; Data Protection; IT; Safeguarding and Financial Regulations.

Safeguarding is everyone's business. All employees, governors, contractors and volunteers share a responsibility, both corporately and individually, to ensure that every person is treated with dignity and respect and protected from others who may abuse them. We have a duty of care to safeguard and promote the welfare of children and young people, and must raise any concerns without delay.

The job description is an outline only and may vary from time to time without changing the character of the job or level of responsibility. The post holder must be flexible to meet the operational needs of the service.

The person specification covers key areas of competence and methods of assessment other than interview may be used (as appropriate to the job) to assess what a candidate can do and how they act in a specific area or situation. These include: ability test; work-related task; occupational personality questionnaire and presentation. Where this is the case, shortlisted candidates will receive details in advance of the selection process.