****

**St Clement’s CofE primary School**

**Job Description**

**Job title: Teaching Assistant Grade 2 to work within our early years team**

**26.5 Hours per week**

**Salary Range: £21575.00-£21968.00 Pro rata**

**Contract: Permanent**

**Line of Responsibility:** Responsible to the Senior Leadership Team

**Direct staff reports: Class teacher**

**Our People Values:**

* **Love, Learn, Live -** Our aim is that our staff will **love learning for life**. Our family of schools **love, learn and live** together.

* **Our STARS values -** Empowering staff to make a difference to children’s outcomes: Sharing; Trust; Achievement; Respect and Safety

* We expect our staff to: deliver high quality performance for our children; have a positive and proactive approach; be passionate about learning and CPD; listen to and work collaboratively with others; and engage in school and Trust life.

**Key Purpose:**

The purpose of this post is to support pupils and staff to ensure that all pupils reach their full potential.

**Main Activities:**

**Supporting the pupil**

* Assisting pupils in the acquisition of basic literacy and numeracy skills.
* To assist pupils in making progress across all subject areas.
* Working with pupils on an individual or group basis as required by the class teacher.
* Assist in offsite visits
* Aid pupils with special needs to access all subjects of the national curriculum and encourage their independence as learners.
* Ensure pupils understand instructions.
* Motivate and encourage pupils to behave well in and around school.
* Acquaint themselves with the support materials in and around the school for individual pupil or group use.
* Assist the teacher in developing a supportive and trusting relationship with other adults and children.
* Promote and reinforce pupil self-esteem through praise and encouragement.
* Be sensitive to the general welfare and care of all pupils within the school, drawing areas of concern to the attention of the class teacher.
* Meet the physical and/ or hygiene needs of pupils as required.
* Act as support worker for children with Emotional and Behavioural Difficulties.
* Support children at lunchtime.

**Supporting the teacher.**

* Have access to the planned teaching and learning activities for the class.
* Record pupil progress to inform future planning for coverage of the national curriculum.
* Assist the teacher in evaluation of work undertaken and help plan future progress for identified pupils. Including uploading work and commenting on Seesaw.
* Help with reasonable requests for preparation of materials to support teaching and learning.
* Assist with reasonable requests for minor administrative tasks e.g. photocopying and laminating.
* Under the direction of the class teacher, ensure a safe environment is maintained within the classroom/ school for all pupils.

**Supporting the school**

* Attend training when appropriate.
* Be aware of and support all the schools policies.
* Be aware of the school safety procedures e.g. fire drill/ health and safety policy.
* Treat as confidential all information on individual pupils and refer parents to the class teacher should any questions about individuals asked.
* Foster positive links between home and school.
* After negotiation with the line manager, carry out the administration of elementary first aid at break times to pupils throughout the school (qualified staff only).
* Perform any reasonable duties as requested by the senior leadership team.

The School reserves the right to alter the content of this Job Description, after consultation, to reflect changes to the job or services provided, without altering the general character or level of responsibility.

The duties described in this Job Description must be carried out in a manner which promotes equality of opportunity, dignity and due respect for all employees and service users and is consistent with the School’s Equal Opportunities Policy and Code of Conduct.

**Teaching Assistant- Person specification**

|  |  |  |
| --- | --- | --- |
| Criteria | Essential | Desirable |
| **Qualifications and experience** | * Experience in working in a school setting within the Early Years | * Evidence of further CPD * First Aid trained * Team Teach trained * Level 3 Early Years Qualification |
| **Skills and knowledge** | * Ability to work independently * Ability to use own initiative * Good understanding of safeguarding issues * Excellent practitioner | * Good understanding of the new National curriculum * Safeguarding training undertaken * Offsite visit trained * EYFS Experience |

Closing date: 6th January 2023 at 12 noon

Interviews week beginning 16th January 2023

Start date February 2023