

Maun Infant and Nursery School



Job Description – Teaching Assistant

Name of Post holder:

Job Title: Teaching Assistant

Responsible to: Headteacher and SENCo (or in the absence of the Headteacher, to the Deputy Head Teacher or other person to whom the Head has delegated responsibility)

Hours of work: 32.5hrs weekly, 8.40am – 3.40pm daily (though some flexibility in working hours will be required for attendance at staff meetings where relevant)

Pay: NJE Grade 3 (Point range 5 – 7)

Purpose of Job

To work under the instruction/guidance of teaching/senior staff to undertake work/care/support programmes, to enable access to learning for pupils and to assist the teacher in the management of pupils and the classroom. Work may be carried out in the classroom or outside the main teaching area, with direct support available from the teacher or senior member of staff.

Key Responsibilities

1. Supervising and providing particular support for pupils, including those with special needs, ensuring their safety and access to learning activities
2. Planning and providing practical assistance in relation to identified physical needs
3. Assisting with the development and implementation of Individual Education/Behaviour Plans and Personal Care programmes
4. Establishing a constructive relationship with pupils and interacting with them according to individual needs
5. Promoting the inclusion and acceptance of all pupils
6. Encouraging pupils to interact with others and engage in activities led by the teacher
7. Setting challenging and demanding expectations and promoting self-esteem and independence
8. Providing feedback to pupils in relation to progress and achievement under guidance of the teacher
9. Creating and maintaining a purposeful, orderly and supportive environment, in accordance with lesson plans and assist with the display of pupils' work
10. Using strategies, in liaison with the teacher, to support pupils to achieve learning goals
11. Assisting with the planning of learning activities
12. Monitoring pupils' responses to learning activities and accurate recording of achievements/progress as directed

13. Providing detailed and regular feedback to teachers on pupils' achievement, progress, barriers to learning etc.
14. Promoting good pupil behaviour, dealing promptly with conflict and incidents in line with established policy and encouraging pupils to take responsibility for their own behaviour
15. Establishing constructive relationships with parents/carers
16. Supporting teaching staff in the carrying out of home visits
17. Administering routine tests and invigilating exams, and undertake routine marking of pupils' work
18. Providing clerical/admin support e.g. photocopying, typing, filing, money, administer coursework etc
19. Assisting the teaching staff in the smooth transition between educational phases
20. Supporting pupils in their learning in all areas of the curriculum
21. Undertaking structured and agreed learning activities/teaching programmes, adjusting activities according to pupil responses
22. Undertaking programmes linked to local and national learning strategies e.g. literacy, numeracy, early years recording achievement and progress and feeding back to the teacher
23. Supporting the use of ICT in learning activities, and developing pupils' competence and independence in its use
24. Supporting pupils and teacher during PE and other practical activities
25. Preparing, maintaining and using equipment/resources required to meet the lesson plans/ relevant learning activity and assisting pupils in their use
26. Assisting with the supervision of pupils at break times
27. Administering first aid to pupils and undertaking training linked to this
28. Taking on Play Team responsibilities for supervising and supporting pupils over the lunchtime period, under the direction of the Curricular Lead for Play and the Play Coordinator
29. Accompanying teaching staff and pupils on visits, trips and out of school activities as required, and taking responsibility for a group under the supervision of the teacher

General Responsibilities

30. Being aware of and comply with school policy and procedures, particularly in respect of Child Protection, Health and Safety and GDPR
31. Being aware of and support difference, and ensure all pupils have equitable access to opportunities to learn and develop
32. Contributing to the overall ethos/work/aims of the school
33. Ensuring the safe organisation of learning activities, and the physical teaching space and resources for which they have responsibility
34. Appreciating and supporting the role of other professionals
35. Attending relevant meetings as required
36. Participating in training and other learning activities and performance development as required
37. Being aware of confidential issues linked to home/pupil/teacher/school work and to keep confidences as appropriate
38. Any other curriculum duties which may reasonably be regarded as within the nature of the duties and responsibilities/grade of the post as defined, subject to the proviso that normally any changes of a permanent nature shall be incorporated into the job description in specific terms, following consultation with the Recognised Trade Unions
39. To promote and safeguard the welfare of children and young persons for whom you are responsible and with whom you come into contact with during the course of your duties and

responsibilities. Your conduct must at all times be in accordance with the school's policies and procedures

40. To report any causes for concern relating to the welfare and safety of children to the designated person, and the head teacher, or if unavailable the designated safeguarding governor or a member of the senior leadership team
41. To attend safeguarding training as required by the school and maintain your knowledge and understanding of your responsibility for safeguarding children in this school

The duties above are neither exclusive nor exhaustive and the post holder may be required by the SENCo or Headteacher to carry out other reasonable duties within the context of the job, skills and grade.

This role requires enhanced DBS clearance.

Person Specification

	Essential Qualities	Desirable Qualities	Evidenced through:
Qualifications	<ul style="list-style-type: none"> CACHE/BTEC Level 3 for teaching assistants or equivalent (must be considered as a 'full and relevant' qualification to be 'accepted by the DfE to work in an early years setting' Check early years qualifications - GOV.UK (www.gov.uk)) Strong academic record including Maths and English to GCSE grade C or above (or equivalent) 	<ul style="list-style-type: none"> Training relevant to education i.e. phonics, maths, ICT etc. Training relevant to providing for children with SEND i.e. autism, dyslexia, attachment etc. Full paediatric first aid/emergency paediatric first aid training Recent safeguarding training 	Application and CPD record
Knowledge, Skills and Experience	<ul style="list-style-type: none"> Experience of working within the Foundation Stage and knowledge of the foundation stage curriculum Successful experience of: <ul style="list-style-type: none"> enhancing learning through continuous provision supporting early reading and maths development preparing for and supporting lessons with individuals and groups, including carrying out interventions supporting children with a range of different needs e.g. ASD, ADHD, attachment issues, SEMH etc. supporting children with personal care and development needs and a willingness to do so Understanding of safeguarding and child protection Ability to build effective working relationships with pupils Knowledge of effective behaviour management strategies Good IT skills and competence to use school IT systems to support the learning of children, and for staff communication 	<ul style="list-style-type: none"> Experience of working with children in KS1 Knowledge and use of signs and symbols Experience of Essential Letters and Sounds Experience of the Mastering Number programme in F2 	Application, references and interview
Personal Qualities	<ul style="list-style-type: none"> Commitment to promoting the ethos and values of the school Demonstrate a strong collegial spirit and be a team-player Value the importance of working in partnership with parents and be able to do so effectively Professional, flexible and adaptive Nurturing and committed to inclusion Strong organisational skills Motivated and able to work under own initiative Personable and friendly Articulate with good communication skills Commitment to own professional development Commitment to safeguarding, equality and confidentiality 	<ul style="list-style-type: none"> A willingness to play a role in the wider life of the school i.e. residentials, extra-curricular clubs, fundraising events etc. 	Application, references and interview

Signed (employee):

Date:

Signed (Headteacher):

Date: