



Location: Hunloke Park Primary School, Lodge Drive, Wingerworth, S42 6PT

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

Hours of work: Part Time - Term Time Only – 12.67 Hours Per Week

Responsible to: SENCO, Headteacher

Post objective: To provide learning support to promote individual students' progress.

Classroom Support

- Under the direction of the class teacher, work with individuals and small groups of children, (including those with additional needs or on the Special Educational Needs register), within a classroom situation to ensure each child has the maximum access to all learning activities.
- Under the guidance of teaching staff plan, prepare and deliver the support needed, developing strategies to achieve learning goals.
- Assist with the supervision of pupils outside the classroom, including accompanying teaching staff on educational trips and visits.

Individual Support

- Work with teaching staff in the planning and implementation of individual learning and support programmes for named children or small groups.
- Support individuals with their personal, social and emotional needs throughout the school day.

Resources/Administration

- Assisting in the development and maintenance of materials and equipment used in the classroom – this may involve liaison with class teachers.
- Preparing learning activities for the continuous provision under the guidance of the class teacher.
- Assisting in keeping records of children's development.
- Contributing to reviews, parents' evenings concerning individual pupils.
- Liaising with class teacher about the needs of individual children.
- Taking registers, communicating with parents, and liaising with other members of the team.

General

- Liaise with other staff as necessary.
- Attendance at staff meetings, briefings and INSET activities where relevant.
- To uphold and actively support the academy's policies and procedures.
- Undertake any other duties which might be reasonably regarded as within the responsibilities of the post, subject to the provision that any changes of a permanent nature shall be incorporated into the job description in specific terms.



	Essential	Desirable
Qualifications	NVQ Level 3 or above, or equivalent (or working towards) GCSE grade C or above in English and Maths (or equivalent) Good standards of literacy and numeracy	Paediatric First Aid Qualification Recent safeguarding training
Experience	Experience of working with individual children and small groups as a teaching assistant in a primary school setting Experience of accurately reporting and recording development, progress and attainment of children. The ability to prepare and run teaching activities, monitor, modify, assess and record as appropriate. Experience of working with children with SEN.	Experience of working within Key Stage 2
Knowledge and understanding	Knowledge of the role of a Teaching Assistant. Knowledge of the KS2 curriculum. Understanding of how to ensure good behaviour through positive behaviour management strategies. Understanding of child protection, safeguarding, and equal opportunities. Understanding of the varying needs of all pupils including SEN. Understanding of assessment, recording and reporting of pupils.	Strategic Planning. Motivational skills.

Skills	Excellent communication skills – both written and oral. Ability to motivate children. Commitment to on-going professional development. Good organisational and time management skills. Ability to work independently and as part of a team. Able to contribute to a warm and caring environment.	Good display skills. Good IT skills.
Personal Characteristics	Creative and resourceful. Show a caring attitude towards pupils, staff and parents. Be open minded and approachable. Ability to work as part of a large team working towards shared goals through a consistent approach. Well organised, flexible and works using own initiative. Sense of humour. Flexible approach to school life. Calm under pressure.	