

WBC FAMILIES AND WELLBEING DIRECTORATE

SCHOOL: SANDY LANE NURSERY AND FOREST SCHOOL

POST TITLE: LEVEL 3 TEACHING ASSISTANT – VARIABLE PERMANENT HOURS
TERM TIME ONLY CONTRACT

GRADE: 5: £25,992 - £28,624 *pro-rata (salary scale points 8-14)*
(Paid throughout the year as a term-time percentage of 83.81% with under 5 years' service; 85.70% with over 5 years' service)

REPORTS TO: ROOM LEADER, DEPUTY HEADTEACHER AND HEADTEACHER

RESPONSIBLE FOR:

Supporting children in our nursery school to access the full EYFS curriculum, including:

- Support for 2-4 year olds
- Acting as a key worker under the direction of the nursery teacher/s
- Support for children with a wide range of learning needs and abilities, including those with special educational needs and disabilities (SEND)

MAIN PURPOSE

To work with and supervise individuals and groups of children under the direction/instruction of teaching and/or senior staff, inclusive of specific individual learning needs, enabling access to learning for all pupils and assistance and support in classroom management and behaviour techniques and providing specialist support in a specific curricular/resource area. You will be a team player, flexible and hard-working, with:

- A sensitive approach
- High expectations of learners both behaviourally and educationally
- Well-developed communication skills, both with children and adults
- A willingness to undertake training as required
- Experience of working with children in Early Years, including working with children with special needs

JOB PROFILE

HOURS OF WORK

Your hours of work will be variable with a minimum of 20 hours a week. This position is subject to a *variable hours' clause*, where the contracted hours can be increased to a maximum of 37 hours but will be no less than 20 hours per week. This enables the school to manage the fluctuations in numbers on roll, both in-year and from one year to the next in addition to covering staff absence, whilst offering a permanent contract.

SUPPORT FOR THE PUPIL

- Establish good working relationships with pupils, acting as a role model and setting high expectations
- Provide consistent support to all pupils, responding appropriately to individual pupil needs
- Provide support for individual children inside and outside the classroom in order to enable them to participate fully in activities

- Promote and reinforce children's self-esteem and encourage positive attitudes and social interaction, employing strategies to recognise and reward achievement within established school procedure
- Promote inclusion and acceptance of all pupils
- Provide feedback to pupils in relation to progress and achievement under the guidance and direction of the teacher
- Assist in the educational and social development of pupils under the direction and guidance of the headteacher, special educational needs and disabilities co-ordinator (SENDCo) and class teachers
- Assist in the development and implementation of personal plans for children and help monitor their progress
- Encourage pupils to interact with others and engage in activities led by the teacher
- Support children's emotional well-being and help develop their social skills
- Use specialist (curricular/learning) skills/training/experience to support pupils
- Act as a key worker to groups of children and support the recording of their individual learning and development
- Undertake activities with either individuals or groups of children in order to ensure their safety and to facilitate their physical, emotional and education development
- Support children with their intimate care as required, ie, nappy changing, etc

SUPPORT FOR THE TEACHER

- Establish and maintain an appropriate learning environment under the supervision of the nursery teachers and deputy headteacher
- Contribute to planning, evaluating and adjusting plans as appropriate
- Monitor and evaluate pupils' responses to learning activities through observation and planned recording of achievement against pre-determined learning objectives
- Provide objective and accurate feedback and reports, as required, to the teacher on pupil achievement, progress and other matters, ensuring the availability of appropriate evidence
- Be responsible for keeping and updating records in agreed format with the teacher, contributing to reviews of systems/records as requested
- Assist room leaders with maintaining pupils' records
- Promote positive values, attitudes and good pupil behaviour, dealing promptly with conflict and incidents and encouraging pupils to take responsibility for their own behaviour in line with established school policy
- Liaise sensitively and effectively with parents/carers as agreed with the teacher within role/responsibility and participate in feedback sessions/meetings with parents under teacher's supervision

SUPPORT FOR THE CURRICULUM

- Support the development of agreed learning activities/learning programmes, adjusting activities according to pupil learning styles and individual needs
- Support the delivery of specific programmes, effectively utilising all alternative learning opportunities to support extended development
- Support the use of ICT in learning activities and develop pupils' competence and independence in its use
- Assist pupils to access learning activities through specialist support, eg, curriculum/SEND specialism
- Determine the need for and prepare for general and specialist equipment and resources
- Engage with children to support their development in both the indoor and outdoor learning environments

SUPPORT FOR THE SCHOOL

- Be aware of and comply with school policies and procedures relating to child protection, health, safety and security, confidentiality and data protection. Report all concerns to the appropriate person (as named in the policy concerned)
- Be aware of and support difference and ensure all children have equal access to opportunities to learn and develop
- Contribute to the school ethos, aims and development/improvement plan
- Establish constructive relationships and communicate with other agencies/professionals (including speech and occupational therapists), in liaison with the teacher, to support achievement and progress of pupils
- Attend and participate in relevant meetings as appropriate
- Participate in training and other learning activities as required, as well as performance management
- Establish own best practice and use to support others
- Assist in the supervision, training and development of classroom support staff
- Assist with the planning of opportunities for pupils to learn in out-of-school contexts, according to school policies and procedures and within working hours
- Accompany teaching staff and pupils on visits, trips and out of school activities as required

The post holder may reasonably be expected to undertake other duties commensurate with the level of responsibility that may be allocated from time to time.