



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

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

Hours of work: 31 hours, 40 minutes per week (31.67 hours per week), term time only

Responsible to: Headteacher

Post objective: Responsible for (under guidance of the teacher):

- Supporting classroom management and assisting with general administration
- Helping to manage pupil behaviour
- Supporting pupils' health, safety and emotional and social development
- Establishing relationships with learner
- Helping to monitor and assess pupil progress
- Helping pupils to access the curriculum
- Working with other professionals
- Liaising effectively with parents

Main Duties and Responsibilities – under guidance from the teacher:

- Work closely with the class teacher to contribute to the management of pupil behaviour, maintain order and an appropriate working environment, including implementation of the school's behaviour policies.
- Report to teachers on the behaviour of pupils during lessons and any issues arising.
- Responding to accidents and emergencies relating to pupils.
- Establish and promote productive relationships with pupils, acting as a role model and setting high expectations.
- Forming interpersonal relationships to establish the trust and respect of individuals and groups within the school.
- Promote the inclusion of all pupils within the classroom and school.
- Liaise closely with teachers and other relevant agencies regarding the work set for a class/group. Assist with setting out learning materials.
- Provide feedback to the teacher on the progress pupils have made in groups under your supervision.
- Establish constructive relationships and communicate with other relevant professionals, in liaison with the teacher, to support pupils' learning and progress.
- Effectively communicate the work set by the class teacher to the pupils and ensure that pupils are aware of the teacher's expectations.
- Encourage pupils to interact and work co-operatively with others to ensure all pupils are engaged on the set task.

- Respond knowledgeably to any questions from pupils about process and procedures.
- Observe and report on pupil performance. Update relevant records at agreed time intervals.
- Ensure the health, safety and welfare of pupils is maintained at all times.
- Promote social and emotional development of pupils.
- Deal with any immediate problems or emergencies in accordance with the school's policies and procedures.
- Support the use of ICT in the classroom.
- Provide literacy/numeracy support to allow access to the curriculum.
- Provide support for multi-lingual/bilingual pupils e.g. help pupils to access the curriculum and support the development of target language.
- Assist with the implementation of IEPs.
- Provide comfort and immediate care in case of minor accidents, and report serious incidents to the appropriate person for action.
- Collect any completed work after the lesson and return it to the class teacher as appropriate.
- Accompany teaching staff and pupils on educational visits and supporting pupils in off-site activities under the guidance of a teacher.
- Contribute to the overall ethos, aims and work of the school.
- Be aware of, uphold and contribute towards the development of the school's policies and procedures.
- Participation in appropriate meetings and training.
- Undertake any administrative duties relevant and appropriate to this post.
- Take an active part in appraising their own work against management and supervision arrangements.
- Maintain confidentiality at all times and to observe Data protection Guidelines.
- Understand and comply with the school's equal opportunity and other policies.
- Embrace any other duties that may be reasonably regarded as within the nature of the duties, responsibilities and the grade of this post.

All members of the school community have a duty to uphold and promote all guidance, policies and principles relating to the safeguarding of children.



	Essential	Desirable
Qualifications & training	NVQ level 3 or above or equivalent (or working towards) GCSE level 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 phonics Experience of working within Key Stage 2
Knowledge & understanding	Knowledge of the role of a Teaching Assistant Knowledge of the Foundation Stage 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	
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.	
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