



Location: Arkwright Primary School, School Lane, Arkwright Town, Chesterfield, Derbyshire, S44 5BZ

Salary: Redhill Academy Trust Pay Scale

Unqualified Teaching Assistant - Band 6 - Scale Point 29 – 32

Qualified Teaching Assistant – Band 7 – Scale Point 32 - 36

Hours of work: 30 hours per week, term time only

Responsible to: Headteacher

Post objective: To work under the guidance of teaching/senior staff and within an agreed system of supervision, to implement agreed work programmes with individuals/groups, in or out of the classroom. This could include those requiring detailed and specialist knowledge in particular areas and will involve assisting the teacher in the whole planning cycle and the management/preparation of resources. The primary focus will be to maintain good order and to keep pupils on task.

Main Duties and Responsibilities:

- Using early years specialist (curricular/learning skills/training) experience to support pupils.
- Assisting with the development and implementation of Individual Education/Behaviour Plans.
- Establishing productive working relationships with pupils.
- Promoting the inclusion and acceptance of all pupils.
- Supporting pupils consistently whilst recognising and responding to their individual needs.
- Encouraging pupils to interact and work cooperatively with others and engage all pupils in activities.
- Promoting independence and employing strategies to recognise and reward achievement of self-reliance.
- Providing feedback to pupils in relation to progress and achievement.
- Setting challenging and demanding expectations and promote self-esteem and independence.

- Attending to pupils' personal needs and provide advice to assist in their social, health and hygiene development.
- Supporting provision for pupils with special needs including specialist support
- Working with the teacher to establish an appropriate learning environment.
- Working with the teacher in lesson planning, evaluating and adjusting lessons/work plans as appropriate.
- Monitoring and evaluating pupils' responses to learning activities through observation and planned recording of achievement against pre-determined learning objectives.
- Providing objective and accurate feedback and reports as required, to the teacher on pupil achievement, progress and other matters, ensuring the availability of appropriate evidence.
- Being responsible for keeping and updating records as agreed with the teacher, contributing to the review of systems/records as requested.
- Promoting positive values, attitudes and good pupil behaviour, dealing promptly with conflicts and incidents in line with established policy and encourage pupils to take responsibility for their own behaviour.
- Liaising sensitively and effectively with parents/carers as agreed with the teacher within your role/responsibility
- Administering and assessing routine tests and invigilate exams/tests.
- Undertaking home visits as required
- Establishing constructive relationships and communicating with other agencies/professionals, in liaison with the teacher, to support achievement and progress of pupils.
- Assisting in the development and implementation of appropriate behaviour management strategies.
- Facilitating smooth transition between educational phases.
- Providing general clerical/admin support e.g. administer coursework, produce worksheets for agreed activities and lesson plans for individual children and small groups etc.
- Supporting pupils in their learning in all areas of the curriculum.
- Implementing agreed learning activities/teaching programmes, adjusting activities according to pupil responses.
- Implementing local and national learning strategies, e.g. literacy, numeracy, early years and making effective use of opportunities provided by other learning activities to support the development of relevant skills.
- Supporting the use of ICT in learning activities and develop pupils' competence and independence in its use.
- Helping pupils to access learning activities through specialist support.
- Determining the need for, preparing and maintaining general and specialist equipment and resources.
- Delivering and/or contributing to out of school learning activities within guidelines established by the school and within established working hours.
- Providing cover for the provision of PPA time for teaching staff, plus short-term cover for absence for other staff.
- Supervising pupils on visits, trips and out of school activities as required.

- Supporting Teaching Assistant students in school settings.
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General:

- Be aware of and comply with policies and procedures relating to child protection, health, safety and security, confidentiality and data protection, reporting all concerns to an appropriate person.
- Be aware of and support difference and ensure equal opportunities for all.
- Contribute to the overall ethos/work/aims of the Academy.
- Ensuring the safe organisation of learning activities and physical teaching space and resources for which they have responsibility.
- Appreciate and support the role of other professionals.
- Attend and participate in relevant meetings as appropriate.
- Be aware of confidential issues linked to home/pupil/teacher/schoolwork and to keep confidence as appropriate.
- Participate in training and other learning activities and performance development as required.
- To promote and safeguard the welfare for children and young persons for whom you are responsible and with whom you encounter during your duties and responsibilities. Your conduct must always be in accordance with the school's policies and procedures.
- To report any causes for concern relating to the welfare and safety of children in line with the Child Protection and Safeguarding Policy/KCSiE.
- To attend safeguarding training as required to maintain your knowledge and understanding of your responsibility for safeguarding children in this school.

This role involves working in regulated activity with children and an Enhanced DBS clearance is required for this position.



ARKWRIGHT PRIMARY SCHOOL

	Essential	Desirable
Personal Qualities	<p>Hard-working and reliable.</p> <p>Positive attitude and good sense of humour.</p> <p>Creative and enthusiastic</p> <p>Team player</p>	<p>Forest School experience.</p> <p>Further study in EYFS.</p>
Experience	<p>Experience working in an EYFS setting.</p> <p>Experience working with families and children.</p> <p>Understanding of early language and communication development.</p>	<p>Experience teaching Little Wandle Phonics.</p> <p>Experience teaching White Rose Maths (EYFS).</p> <p>Experience working with SEND.</p> <p>Experience of mixed aged Year groups.</p>

Skills and Knowledge	<p>Level 2 Teacher Assistant Qualification.</p> <p>Ability to support early language and communication.</p> <p>Ability to build positive relationships with families and children.</p> <p>Ability to work well as part of a team.</p>	<p>Level 3 or HLTA Teacher Assistant Qualification.</p> <p>Good understanding of the EYFS Writing Framework.</p> <p>Skill that could lead an after-school club.</p> <p>Paediatric First Aid Trained.</p>
Professional Approach	<p>Positive and proactive attitude.</p>	<p>Willingness to undertake further EYFS training.</p>