



Location: Duckmanton Primary School, West Crescent, Duckmanton, Chesterfield, Derbyshire, S44 5HD

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

Hours of work: 15 hours per week, term time only

Responsible to: Assistant Headteacher, Phase leader

Post objective: To assist teachers in providing an engaging and nurturing learning environment, supporting pupils academically, socially, and emotionally to promote progress, independence, and success across all areas of school life.

Main Duties and Responsibilities:

- Assist in the educational and social development of pupils under the direction and guidance of the Headteacher, SENCO and class teachers.
- Assist in the implementation of Individual Education Programmes for students and help monitor their progress.
- Provide support for individual students inside and outside the classroom to enable them to fully participate in activities.
- Work with other professionals, such as speech therapists and SSSEN teachers as necessary.
- Assist class teachers with maintaining student records.
- Support students with emotional or behavioural problems and help develop their social skills.
- To assist children with language development, particularly oral language and taking part in individual and group discussions with children, story telling and reading, mime and music work under the direct supervision of the class teacher.
- General care and supervision of children during the school day.
- To offer First Aid to injured or sick children.
- Prepare and present displays of students' work.
- Support class teachers in photocopying and preparing materials and activities in order to support teaching.
- To participate at and in preparation for school events within normal working hours.
- To attend staff meetings and meetings with regards to performance management where necessary.
- Support the aims and ethos of the school.
- Be proactive in matters relating to health and safety.
- Develop self by taking part in professional development
- To carry out any reasonable duties within the overall function commensurate with the grading and level of responsibility of the job.

- Feeding back to the class teacher on the progress children have made.



DUCKMANTON
PRIMARY SCHOOL

TEACHING & LEARNING ASSISTANT

Person Specification

	Essential	Desirable
Qualifications & training	GCSE in English and Maths, or equivalent NVQ 2 Hold relevant qualifications at a level equivalent to at least National Qualifications Framework Level 3	Relevant safeguarding training Other relevant teaching assistant qualifications and CPD
Experience	Experience of working with primary aged children on a one to one and/or small group basis. Working in a team Working on own initiative or under direction	Experience of working with pupils across the primary age range Experience of working with agencies that provide support to children Experience of working with children with Special Educational Needs
Knowledge	Knowledge of the national curriculum and/or early years framework Knowledge of principle of Equal Opportunities and basic Health and Safety issues Appreciation of confidentiality issues Knowledge of safeguarding procedures	Knowledge of Special Educational Needs Code of Practice Knowledge and understanding of behaviours Knowledge of standards and attainment in primary schools Awareness of current teaching methods.

		Knowledge of the Little Wandle phonics scheme
Skills	Utilise ICT resources to support children's learning effectively. Adaptability Contribute to discussions around children's wellbeing and progress Organisational skills Co-ordinate and add to record keeping systems and processes in line with school policy.	Support the school's assessment for learning process. Ability to plan and deliver personalised learning pathways/curriculums for children who require significant support.
Personal Qualities	Commitment to improving the wellbeing and educational experience of children High expectations Ability to motivate children who have barriers to learning. Sense of humour Kind, calm and caring nature Able to form effective, positive and supportive relationships with children, staff, multi-agency workers and parents.	

	Work constructively as part of a team and be willing to share their knowledge and experience with other members of the support team. Be passionate about raising standards for children in an inclusive setting. Be willing to constantly improve their own practice/knowledge through self-evaluation and learning from others. Able to work independently and as part of a team. Have high expectations of themselves and the children they support. Be patient and have a can-do attitude. Flexible approach to role	
--	---	--