

Job description: Teaching Assistant (including class cover) and Out of School Club Manager

Employment details

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| Job title: | Teaching Assistant (including class cover) and Out of School Club Manager |
| Reports to (job title): | Senior Leadership Team |
| Type of position: | Permanent |
| Hours of work: | 26.25 hours per week. 12:15 – 17:45 (39 weeks) 15 mins break |
| Level and scale point: | Grade 6 |

Job Purpose Teaching Assistant with class cover

To support the teaching staff and work with the other support staff to enhance the development and education of pupils in accordance with the aims and policies of the school. Also, deputise in the absence of a teacher and conduct whole class lessons within an appropriate system of supervision by a qualified teacher which is not necessarily in the same classroom.

Areas of responsibility:

| MAIN RESPONSIBILITIES | |
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| • | Using acquired skills, support and deliver learning activities and contribute to the development of work programmes to facilitate effective teaching and learning. |
| • | Provide input into the planning and evaluation of learning activities for individuals and groups of pupils to enable the teaching staff to make informed decisions when developing their plans. |
| • | Supervise the activities of individuals or groups of pupils both in and out of the classroom (including educational visits) to ensure their safety and facilitate their physical and emotional development in accordance with the school's behaviour management policy. |
| • | Assume Leadership of the whole class as directed by the Teacher, or deliver parts of the lesson whilst the Class Teacher meets the specific needs of an individual or groups within the class. |
| • | Deputise in the absence of a teacher and conduct whole class lessons. |
| • | Monitor individual pupil's progress, achievements and development and report these to the teaching staff/line manager to inform decisions taken regarding the School Focus Plan, Behaviour Plans and Personal Care Programmes for a pupil. |

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| <ul style="list-style-type: none"> • Liaise with parents and carers in conjunction with the teaching staff to ensure effective communication concerning the pupils' well-being. |
| <ul style="list-style-type: none"> • Record pupil information as specified by the teaching staff/line manager to ensure the schools information systems are maintained. |
| <ul style="list-style-type: none"> • Keep records of any pupils involved in interventions delivered, and maintain awareness of targets and current attainment of pupils. |
| <ul style="list-style-type: none"> • Attend to the personal and physical needs of pupils so that their well-being is maintained. |
| <ul style="list-style-type: none"> • Prepare and maintain learning resources and ensure that the classroom is kept tidy so that the needs of the lesson plans are met in a safe learning environment, which complies with relevant health and safety requirements. |
| <ul style="list-style-type: none"> • Display and present the pupils' work, under the direction of teaching staff so that it enhances the classroom environment and celebrates achievement. |
| <ul style="list-style-type: none"> • Attend staff and other meetings and participate in staff training development work and staff reviews as required |

Job Purpose Out of School Club Manager

To provide a high quality, inclusive play and care centred service that meets the needs of children, young people and their families. To be responsible for the day to day organisation and operation of the club in line with club policies and procedures, the National Standards for Out of School Care and statutory guidance on Safeguarding Children.

Areas of responsibility:

| MAIN RESPONSIBILITIES |
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| <ul style="list-style-type: none"> • Encourage, lead and support a team of playworkers to provide a safe, stimulating environment for the children and young people. Organise staff meetings on a regular basis and carry out in-house training when necessary. |
| <ul style="list-style-type: none"> • Supervise children and young people and plan, organise and prepare creative and appropriate play opportunities for the children. |
| <ul style="list-style-type: none"> • Develop and apply policies and procedures in line with the National Standards for Out of School Care and statutory guidance on Safeguarding Children. |
| <ul style="list-style-type: none"> • Refer concerns relating to child protection to the relevant professionals in line with Local Safeguarding Children Board procedures |
| <ul style="list-style-type: none"> • Liaise with parents to create and develop open and inclusive working partnerships which support the development of their children. |
| <ul style="list-style-type: none"> • Ensuring food and provision orders are communicated to the school office in a timely manner whilst working within an agreed budget. |
| <ul style="list-style-type: none"> • Be responsible for health and safety, carrying out regular checks and risk assessments (including fire and vehicle safety) Administer first aid when necessary. |
| <ul style="list-style-type: none"> • Develop systems that ensure safe arrival and departure of children and young people. |
| <ul style="list-style-type: none"> • Manage the provision of refreshments for the children, recognising the principles of a balanced diet and the requirements of varied cultural and ethnic backgrounds. |
| <ul style="list-style-type: none"> • Develop good working relationships with schools and other local organisations and individuals. |

Notwithstanding the detail in this job description, the job holder will undertake such work as may be determined by the principal/Governing Body from time to time, up to or at a level consistent with the Main Responsibilities of the job.

Person Description: Teaching Assistant (including class cover) and Out of School Club Manager

| | Essential | Desirable |
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| Qualifications and training | <ul style="list-style-type: none"> • GCSE Grade 4 or above in both English and Math's • level 2 or 3 qualification such as a CACHE, BTEC, NVQ | <ul style="list-style-type: none"> • Experience of whole class cover • Knowledge and understanding of procedures and policies around confidentiality, data protection and sharing of information • First Aid Qualification • National Standards for Out of School Care • Knowledge of Health and Safety procedures including fire • Safeguarding and Child Protection |
| Experience | <ul style="list-style-type: none"> • Experience of working in a classroom within a primary school setting • Experience of whole class supervision | <ul style="list-style-type: none"> • Experience of working in an Out of School Provision |
| Knowledge and skills | <ul style="list-style-type: none"> • Willing to undertake job related training including a First Aid qualification, • Fire Warden, Safeguarding and Data Protection training. | <ul style="list-style-type: none"> • Have an awareness of policies and procedures relating to working in a school • Be able to contribute to the wider school community and activities |

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| Personal qualities | <p>The successful candidate will be:</p> <ul style="list-style-type: none"> • Able to work with children, parents and staff in a patient and understanding manner • Able to communicate effectively. • Flexible and positive towards change. • Friendly with a sense of humour and positive attitude. • Motivational and willing to work as part of a team. • Caring and willing to listen • Reliable and organised. • Able to adapt to situations which may arise. • Able to organise appropriate play activities in and out of doors • Able to use their own initiative • Approachable and self-motivated. • Able to perform all duties and responsibilities in work location with reasonable adjustments where appropriate. • Able to maintain a high level of confidentiality and discretion at all times. | <p>The successful candidate will be able to meet the attributes of the Trusts Values</p> |
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All candidates must be;

- Eligible to work in the UK.
- Open to having the relevant security checks made on them, e.g. an enhanced DBS check.
- Suitable to work with children and young people