

# Job Description and Person Specification



This authority has a responsibility for, and is committed to, safeguarding and promoting the welfare of children, young people and adults at risk, and requires all staff and volunteers to share this commitment.

Solihull Council is committed to equal opportunities and expects all staff and volunteers to recognise and value differences.

## SECTION A: Role Profile

<b>Post Title</b>	Teaching Assistant and Lunchtime Playleader	<b>Post No</b>	
<b>Directorate</b>	Greswold Primary School		
<b>Division</b>			
<b>Band and Salary</b>	Band C – £25,992 - £28,624 per annum, pro rata. Incremental progression is subject to performance.		
<b>Responsible to</b>	Senior Leadership Team		
<b>Location</b>	Greswold Primary School, Buryfield Road, Solihull, West Midlands, B91 2AZ		
<b>DBS Check</b>	Enhanced check for regulated activity for working with Children		

### Role Purpose

To support the class teacher in providing and promoting an environment suitable for the educational, social and pastoral needs of children at various stages of development, in order to help them attain their full potential.

### Role Responsibilities

**Under the direction and supervision of a qualified teacher:**

- Plan, prepare, evaluate and modify lessons and work plans
- Assist in the implementation of programmes designed by other professionals such as educational psychologists, and speech and language therapists.
- Mark, monitor and evaluate pupils' work and responses to learning activities through observation and planned recording of achievement against pre-determined learning objectives.
- Provide objective and accurate feedback and reports to the teacher on pupil achievement, progress and other matters, ensuring the availability of appropriate evidence.
- Assist pupils with integration into the normal routine of the classroom.
- Preparation of displays of work for and from children creating a stimulating learning environment

- Attend staff meetings, parental consultations and other school events as required.
- Contribute to the overall ethos, aims and work of the school, working with colleagues to develop a positive learning and working environment.
- Promote positive values, attitudes and good pupil behaviour, dealing promptly with conflict and incidents in line with established policy and encourage pupils to take responsibility for their own behaviour.
- Liaise with parents/carers as agreed with the teacher and participate in feedback sessions/meetings with parents.
- Assist children with personal hygiene routines.
- Deal with minor accidents and administer first aid.
- Administer and assess routine tests and invigilate exams/tests
- Provide general clerical/admin supports e.g. administer coursework; produce worksheets for agreed activities etc.
- Take class register and collect monies.
- Supervise children during playtimes and lunchtimes, on visits, trips and out of school activities as required.

## Section B: Person Specification

	Essential Criteria	Desirable Criteria	Measured By
<b>Education &amp; Qualifications</b>	NVQ Teaching Level 3 or equivalent  Good numeracy and literacy (e.g. GCSE Grade C in English and Maths or equivalent).	First Aid Training	Application

<b>Experience &amp; Knowledge</b>	Experience of working with children in an education setting	Experience of working with children of relevant age in learning environment	Application
	Experience of preparing, planning, delivering and evaluating lessons and work plans under the guidance of a teacher	Experience of working with children who have a range of special needs	Application
	Experience of recording and reporting on pupil, group and whole class achievement and progress		Task
	Understanding of principles of children's development and learning processes		All
	Knowledge of relevant educational policies, legislation and guidance in relation to working with, and the protection of children		Application Interview
	Knowledge of how young children acquire and develop receptive, expressive and social language skills		Interview

<b>Skills &amp; Abilities</b>	Ability to use ICT effectively to support learning		Task
	Effective interpersonal and communication skills		All
	Ability to work effectively under pressure		Task Interview
	Work effectively as part of a team and make an active contribution		All
	Skilled in positive behaviour management		All

	Ability to assess individual pupil's learning and support their next steps in learning		Task Interview
	Ability to be able to manage and organise time and resources effectively		All
	Commitment to working within organisational procedures and processes in order to meet required standards for the role		Application Interview
	Ability to self-evaluate learning needs and actively seek learning opportunities		All

<b>Core Behaviours</b>	<b>Excellence</b> - With enthusiasm, you work to deliver a high-quality service from your work location, whether that be in a Council building or in a remote working location, to meet customer, organisation and personal expectations. You adopt a 'can do' attitude in all of the work you deliver, ensuring it meets the needs of current and potential customers.	Interview
	<b>Simplicity</b> - You actively seek ways to prevent over-complication or confusion, by adopting the most simplified approach to work. You communicate clearly and concisely, ensuring that the message is understood by all taking into account hybrid working.	Interview
	<b>Trust and Respect</b> - You are aware of your impact on others including confidentiality, team relationships and wellbeing. You value openness and listen carefully to understand the views of others. You promote the values of inclusion and diversity and actively work to minimise any harm caused to others in order to foster an environment of mutual trust and respect	Interview
	<b>Working Together</b> - You work with others to reach a common goal; sharing information, supporting colleagues, both in their work and wellbeing, and searching out expertise and solutions from relevant partners and/or the communities we serve.	Interview
	<b>Responsibility</b> - You take ownership for your own wellbeing, work and working environment and use your initiative to deliver. You are accountable for your own performance and development, and you take responsibility for your actions and decisions.	Interview

<b>Compiled/Reviewed by</b>	
<b>Date</b>	Dec 2024

## **Section C: Additional Information**

### **Corporate Parent Responsibilities**

All employees should act as an advocate for our Looked After Children; fulfilling our corporate parenting responsibilities by considering Children and Young People in everything we do.

### **Health and Safety**

Health and safety laws require all employees to help the Council maintain and improve health and safety standards. This means that the post holder must take reasonable care of his/her own and others' health and safety and co-operate with any reasonable request to support the Council, managers and other employees, in meeting their health and safety legal responsibilities. Line managers have additional responsibilities to ensure that policies, procedures and safe systems of work are implemented on a daily basis.

All duties and responsibilities must be carried out in line with the Council's Corporate Health and Safety Policy and any local safety procedures.

### **Information Management**

As an employee of the Council, the post holder will be expected to manage information in accordance with standards outlined in the Corporate Records Management and Information Security policies. They will ensure that information used is held and transmitted securely in a manner commensurate with its sensitivity, and that it complies with the provisions of Data Protection legislation and guidance.

The post holder will be accountable for ensuring that he/she is aware of relevant Council policies and that all duties and responsibilities are carried out in line with the appropriate policies and procedures.

### **Training and Development**

The Council is committed to the personal and organisational development of the individual. The post holder will be encouraged to identify job-related development needs.

### **Solihull Behavioural Framework**

The Council expects all employees to conduct themselves in a way that is consistent with the values and behaviours set out in the Solihull Behavioural Framework.

### **Mobility**

Whilst this post is initially to a specific post, the post holder may be exceptionally required to transfer to any post appropriate to their grade at such a place as in the service of the Council they may be required.

### **Variations to Job Descriptions**

Due to changing customer demands, duties and responsibilities are likely to vary from time to time and the Council therefore retains the right to amend job descriptions to reflect changing requirements.