# Alderman Payne Primary School

**This school is committed to safeguarding and promoting the welfare of children and young people and expects all staff to share this commitment**

|  |
| --- |
| **JOB DESCRIPTION**Job Title: Teaching Assistant – Level 2 (working with a named child) afternoonsSchool: Alderman Payne Primary School **Reports to:** Head TeacherGrade: level 2Location: Parson DroveHours: Hours 8.45am – 12.00 noon daily 16.25 hours a week.  |
| **Job Purpose:**Support the classroom teacher to facilitate the active participation of children in the academic and social activities of the school. Contribute to raising standards of achievement for all pupils. |
| **Principal Accountabilities:****1.Support for a pupil** **This will be to support named child in the Reception Class who has additional needs. The role will be varied.** * In conjunction with the classroom teacher, adapt lessons to meet the needs of an individual pupil.
* Take responsibility for delivering learning activities within small groups as well as individual support as agreed by the class teacher.
* Establish and maintain supportive relationships with individual pupils, small groups and parents/carers to ensure they understand and can achieve the tasks.
* Provide learning support to a child with needs.
* Support a child with significant development needs, e.g. cognitive ability, behaviour, communication, learning skills, etc. as directed.
* Encourage and promote inclusion in the classroom, ensuring all pupils feel involved with tasks and activities.

**2. Support for the curriculum*** Support the school curriculum, including literacy and numeracy activities.
* Suggest areas where ICT might be used to enrich pupil learning
* Provide targeted support to enhance learning and improve attainment
1. **Support for the teacher**
* Assist in maintaining class records and contribute to reports on pupils’ progress and development as directed.
* Monitor and track progress and provide feedback to assist in developing Individual Education Plans for a child with special needs.
* Contribute to the planning and evaluation of work programmes for individual pupils and groups.
* Organise the learning environment and develop classroom resources as required.
* Undertake support activities for the teacher as required, e.g. photocopying, preparation of materials, mounting displays.
* Contribute to the management of pupil behaviour, including anticipating and taking action to prevent potential problems arising.
* Undertake intimate care as required.
1. **Support for the school**
* Develop and maintain effective working relationships with other staff and parents or carers.
	+ Contribute to the maintenance of a safe and healthy environment.
	+ Attend and actively participate in staff meetings as required.
	+ Participate in the professional development of other teaching assistants as required.
* Assist in facilitating school events, e.g. school visits, events.
* Undertake first aid training.
 |

**Alderman Payne Primary School**

**PERSON SPECIFICATION**

**Title: TEACHING ASSISTANT (working with a named child) - afternoons**

**Post: Level 2 Reports to: Head teacher**

**NB Please make sure that you address all the points in the person specification as this will be used for short listing.**

**EXPERIENCE**

Working with or caring for children of relevant age

**KNOWLEDGE/SKILLS (Essential Requirements)**

An understanding of, and compassion for, children with additional needs.

A general understanding of the Reception class curriculum.

A basic understanding of child development and learning.

The ability to support behavior in class.

The ability to relate well to children and adults.

To be able to work constructively as part of a team, understanding classroom roles and responsibilities.

**QUALIFICATIONS/TRAINING (Desirable Requirements)**

Good numeracy/literacy skills.

NVQ 2 in teaching assistance or equivalent qualifications or experience.

First aid training or willingness to undertake training.

Hours 8.45am – 12.00 noon daily 16.25 hours a week. Start date 1st January 2023 or as near as possible to that date.

Closing date for applications: **2pm on Thursday 15th December**

Interview and observations: week commencing **Monday 19th December**