**Perry Wood Primary and Nursery School**

**Job Description**

**Job Title: TEACHING ASSISTANTS Early Years**

**Grade Grade 1 – 32.5 hours Mornings (SCP01 to SCP04)**

Supporting the class teacher/groups and individuals.

Must have experience and able to work on own initiative.

Applications from Graduates welcome. This is a great opportunity to begin a career in the teaching profession.

**LEVEL 1** - To work under the direct instruction of teaching/senior staff, usually in the classroom with the teacher, to support access to learning for pupils and provide general support and intervention to the teacher in the management of pupils and the classroom.

**SUPPORT FOR PUPILS**

Attend to the pupils’ personal needs, and implement related personal programmes, including social, health, physical, hygiene, and first aid and welfare matters

Supervise and support pupils ensuring their safety and access to learning

Establish good relationships with pupils, acting as a role model and being aware of and responding appropriately to individual needs

Promote the inclusion and acceptance of all pupils

Encourage pupils to interact with others and engage in activities led by the teacher

Encourage pupils to act independently as appropriate

**SUPPORT FOR THE TEACHER**

Prepare classroom as directed for lessons and clear afterwards and assist with the display of pupils work.

Be aware of pupil problems/progress/achievements and report to the teacher as agreed.

Undertake pupil record keeping as requested

Support the teacher in managing pupil behaviour, reporting difficulties as appropriate

Gather/report information from/to parents/carers as directed

Provide photocopying, filing, collecting money.

**SUPPORT FOR THE CURRICULUM**

Support pupils to understand instructions

Support pupils in respect of local and national learning strategies e.g. literacy, numeracy, early years, as directed by the teacher

Support pupils in using basic ICT as directed

Prepare and maintain equipment/resources as directed by the teacher and assist pupils in their use.

**SUPPORT FOR THE SCHOOL**

To promote the ethos of the Griffin School Trust

Be aware of and comply with policies and procedures relating to child protection, health, safety and security, confidentiality and GDPR, reporting all concerns to an appropriate person.

Be aware of and support difference and ensure all pupils have equal access to opportunities to learn and develop

Contribute to the overall ethos/work/aims of the school

Appreciate and support the role of other professionals

Attend relevant meetings as required

Participate in training and other learning activities and performance development as required.

Assist with the supervision of pupils out of lesson times, including before and after school and at lunchtimes.

Accompany teaching staff and pupils on visits, trips and out of school activities as required.

**Experience**

Working with or caring for children of relevant age.

Team Teach experience

**Qualifications**

GCSE English and Maths Grade C and above

Child care qualification (NVQ or equivalent)

Good numeracy/literacy skills.

Participate in development and training opportunities.

**Knowledge/Skills**

Appropriate knowledge of first aid.

Knowledge of technology – computer/ipads, video, and photocopier equipment.

Ability to relate well to children and adults.

Work constructively as part of a team, understanding classroom roles and responsibilities.