Job Description

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| Establishment: Hilton Primary School |
| Post Title: Teaching Assistant |
| Grade/Pay Range: NJC point 7 - 11 |
| Hours/weeks: 32.5 hours per week. Term time only |
| Reporting to: Year Group Leader and Assistant Head |
| Department/Team: TBC |

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| **Overall Purpose of Post**  To work with children as part of a team under the direction of the Head / Senior Team, to enable access to learning for children and to assist the teacher in the management of children and the classroom. Work may be carried out in the classroom or outside the main teaching area, with direct support available from the teacher or senior member of staff.  **Teaching Assistants’ work is primarily to:**  • Foster the participation of children in the social and academic processes of the school;  • Seek to enable children to become more independent learners;  • Help to raise standards of achievement for all children.  **Main Duties and Responsibilities**  • Assist the class teacher in the planning and evaluation of teaching and learning activities.  • Provide support to individuals and groups on teacher planned activities to enable them to access the curriculum, whilst monitoring progress and dealing with challenges as they arise.  • Through effective learning strategies, support all children to participate in learning activities. This will involve being aware of children’s’ needs, using appropriate equipment and materials and modifying resources as necessary to support children to participate and progress.  • Engage in professional dialogue to promote the development of self and others   * Be willing to provide whole class cover in the absence of the class teacher.   **Supporting the child**  • Support learning activities for all children by maintaining awareness of the stages of development and individuals’ specific needs and give positive encouragement and feedback to ensure children are reaching their full potential.  • Assist with the development and implementation of provision maps and Personal Care programmes and employ a variety of strategies to best promote progress of individuals and all children.  • Care and support children by providing a safe and secure environment, responding appropriately to accidents, emergencies and following established procedures wherever appropriate.  • Contribute to the health and well-being of children through the support of safeguarding for children by ensuring a safe environment, and following policies & procedures at all times.  • Develop and promote positive relationships with children by communicating effectively, allowing them to feel valued and listened to and encouraging questions and ideas.  • Assist with the personal and intimate care of children.  • Develop positive relationships with children’s parents and carers to ensure the personal development of each child is at the forefront.  **Supporting the Teachers**  • Contribute to the planning and evaluation of teaching and learning activities by being clear of own role in delivery, sharing realistic ideas, offering constructive suggestions and giving feedback where appropriate.  • Support with the delivery of learning activities in the absence of the teacher, e.g. when providing cover supervision or working with children outside of the classroom; however learning activities should take place under the direction and supervision of a qualified teacher in accordance with arrangements made by the Principal.  • Working alongside the class teacher to ensure that learning resources and materials are ready for use in activities whilst recognising and minimising potential hazards and making adjustments where necessary.  • Escort and supervise children on educational visits and out of school activities.  **Support for the curriculum**  • Support children in activities to develop their literacy and numeracy skills by having an awareness of individual needs, learning targets, and the relevant support required to assist children’ development, offering encouragement and feedback where appropriate.  • Prepare and effectively use ICT within the classroom environment to support and promote children’s learning in ways that are stimulating and enjoyable for children according to age, needs and abilities.  • To support and where appropriate lead children in a breadth of suitable interventions, including nurture groups, phonics interventions etc..  **Support for the school**  • Develop and maintain effective working relationships with all colleagues, drawing on their strengths and expertise in order to best support teaching and learning.  • Support children and young people through transitions that occur in their lives, enabling them to manage them in a positive way and enable the best possible outcomes for our children.  • Show a willingness to keep up to date with professional practice by maintaining an up to date understanding of the requirements of the role and individual responsibilities.  • Contribute to maintaining accurate children records following relevant procedure and ensuring confidentiality at all times.  **General Responsibilities**  • Be aware of and comply with the Trust’s policies and procedures particularly in respect of Safeguarding and Health and Safety  • Work in a professional manner and with integrity and maintain confidentiality of records and information  • Be aware of and support difference and ensure all pupils have equal access to opportunities to learn and develop  • Contribute to and support the overall ethos of the Spencer Academies Trust and the school.  • Appreciate and support the role of other professionals  • Attend relevant meetings as required  • Participate in the Academy Appraisal process, undertake training and other learning activities and performance development as required  • These above mentioned duties are neither exclusive nor exhaustive, the post- holder maybe required to carry out other duties as required by the Trust.  **Spencer Academies Trust is committed to safeguarding and promoting the welfare of all our students and expects all employees and volunteers to share this commitment. All posts are subject to enhanced DBS checks and Level 2 safeguarding children in education training.** |
| Name of Postholder: |
| Signature: |
| Date: |

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| Person Specification | | |
|  | ESSENTIAL | DESIRABLE |
| Qualifications or training | * NVQ level 2 or above or equivalent * GCSE level C or above in English and Maths (or equivalent) * Good standards of literacy and numeracy | * NVQ level 3 or above or equivalent * Paediatric First Aid qualification * Recent safe guarding training |
| Experience | * Experience of working with individual children and small groups as a teaching assistant in a primary school setting * Experience of working within relevant key stage. * Experience of accurately reporting and recording development, progress and attainment of children. * The ability to prepare and run teaching activities, monitor, modify, assess and record as appropriate. * Experience with working with children with a range of special needs and behaviour difficulties * Experience of carrying out intervention programmes | * Experience of teaching phonics * Experience of working within other key stages |
| Knowledge and Understanding | * Knowledge of the role of a Teaching Assistant * Knowledge of the Foundation Stage curriculum * Understanding of how to ensure good behaviour through positive behaviour management strategies * Understanding of child protection, safe guarding and equal opportunities * Understanding of the varying needs of all pupils including SEN * Understanding of assessment, recording and reporting of pupils * Understanding of SEN Code of Practice |  |
| Skills | * Excellent communication skills – both written and oral * Ability to motivate children * Commitment to on-going professional development * Good organisational and time management skills * Ability to work independently and as part of a team * Able to contribute to a warm and caring environment * Ability to promote good behaviour through positive behaviour management strategies | * Good display skills * Good IT skills * Willingness to cover whole classes in the absence of the teacher |
| Personal Characteristics | * Creative and resourceful * Show a caring attitude towards pupils, staff and parents * Be open minded and approachable * Ability to work as part of a large team working towards shared goals through a consistent approach * Well organised, flexible and works using own initiative * Sense of humour * Flexible approach to school life * Calm under pressure. |  |