

**Role Information for: TEACHING ASSISTANT LEVEL 1: HEAP BRIDGE**

<b>Job Title:</b>	Teaching Assistant (Level 1)
<b>Contract Information:</b>	Term Time only Permanent 30 hours per week / 20 hours per week
<b>Responsible to:</b>	Class Teacher
<b>Responsible for:</b>	N/A
<b>Terms &amp; Conditions:</b>	NJC , Support Staff Terms and Conditions
<b>Salary Range:</b>	Grade 1/ 2 (SCP 2-4) FTE salary £24,027 - £24,404 per annum Actual salary £16,439 - £16,696 per annum
<b>Other:</b>	1 month's notice period

**Background and vision:**

At Heap Bridge Village Primary School, we aspire to ensure that each and every one of our pupils develops in to a **positive, proactive** learner who is **proud** of their achievements and well prepared for a successful life. Delivered through a vibrant curriculum, we believe that learning should be enjoyable, purposeful and challenging. We will equip pupils with the skills and dispositions they need for lifelong learning, teach them the importance of being **proactive**, taking ownership of their own futures and ensuring they develop the highest expectations for themselves in their pursuit of excellence. We will do this within a safe and supportive environment of mutual understanding, **positive** relationships, respect and tolerance. Regardless of any barriers to learning, we will ensure that we work in partnership with school stakeholders to ensure that every child in our school can be **proud** of what they achieve.

**Values:**

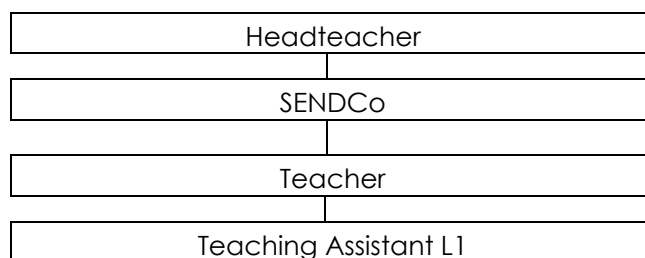
The core values and aims which underpin our vision for the school are:

- **BE POSITIVE:** To enable children to develop positive attitudes in life, developing independence and resilience. To respect individual differences, and to be sympathetic to the needs of others. To create a happy, safe and nurturing environment instilling the fundamental values of respect and tolerance.
- **BE PROACTIVE:** To ensure children develop intellectually, morally, socially, emotionally and physically in to well-rounded citizens and ready for the next stage of their life. To feel empowered in taking ownership of their own continuous learning.
- **BE PROUD:** To ensure everyone values their own achievements and feel a sense of pride in their continuous pursuit of excellence. To work in partnership with parents and other stakeholders in celebrating the strengths of the school (and school community) providing opportunities for children to fully develop their potential.

**Purpose of the Job:**

To act as a responsible adult and assist with the supervision, personal care, welfare and keeping safe of individuals and/or groups of children and their environment under the direction/instruction of teaching and/or senior staff, inclusive of assisting with resources and basic classroom management techniques to support their learning.

### Organisational Chart:



### Control of Resources:

Personnel: None

Financial: None

### Health & Safety:

The postholder is responsible for their own health, safety and welfare and that of others within their care, in accordance with the school's policy and the Health and Safety at Work Act, 1974.

### Training and Development:

The postholder will be responsible for assisting in the identification of and undertaking their own training and development requirements, in accordance with the performance management framework.

### Equipment/Materials:

- To be responsible for the safe use and maintenance of equipment/materials used by the postholder.
- To adhere to rules and regulations relating to the use of ICT, Email and internet/intranet access.
- The operation of general office equipment, ICT systems and the orderly storage of stationery and office supplies.

### Relationships (internal and external):

- Internal:**
1. Teaching and support staff within the school/academy.
  2. Users of the school/academy
  3. Voluntary helpers
  4. Pupils
  5. Governors
  6. Hollingworth Learning Trust

- External:**
1. Parents/Carers.
  2. Visitors and stakeholders.
  3. Local authority / external agencies

### Key Duties and Responsibilities:

- To work under the direction, guidance and direct supervision of the classroom teacher to support access to learning.
- To help keep children safe by supporting the safeguarding of children, encouraging children's positive behaviour and dealing with accidents, emergencies and illness.

- To prepare and maintain a safe and hygienic environment.
- To provide support for learning activities by supporting the teacher to plan, deliver and evaluate learning activities.
- To support children's development by contributing to the development of children physically, emotionally and socially and to contribute to children's communication and intellectual development.
- To contribute to positive relationships by effectively interacting and communicating with and responding to children and adults.
- To provide effective support for your colleagues by maintaining working relationships with colleagues and developing your effectiveness in a support role.
- To support children's development and learning by encouraging and supporting creativity and physical play through a range of play opportunities and choices.
- To support a child with disabilities or special educational needs by providing care and encouragement and supporting personal hygiene needs and providing support to help the child to participate in activities and experiences.
- To contribute to the moving and handling of children with mobility difficulties by preparing children, environments and equipment for moving and handling and enabling children to move from one position to another.
- To Provide displays by setting up, maintaining and dismantling displays.
- To promote behaviour by implementing agreed behaviour management strategies and supporting pupils in taking responsibility for their learning and behaviour.
- To maintain a safe environment for children during their lunch break by proactively supervising pupils.

#### **General Responsibilities for all staff:**

- To understand and comply with the statutory guidance regarding safeguarding of children, ensuring the safeguarding and promotion of children's welfare at all times, reporting any concerns to the Designated Safeguarding Lead (DSL) immediately.
- The postholder must perform their duties in accordance with the Equal Opportunities Policy; be aware of, support and ensure equal opportunities for all; and have due regard to the Public Sector Equality Duty.
- To contribute to the school/Trust ethos, values, aims and development/improvement plan.
- To maintain confidentiality always in respect of school-related matters and to prevent disclosure of confidential and sensitive information.
- Work and process personal and sensitive information in accordance with Data Protection Act 2018 including the General Data Protection Regulations (GDPR) 2018.
- To carry out their duties with due regard to current and future school/Trust policies, procedures and relevant legislation. These will be drawn to the postholder's attention during the recruitment process, induction, staff code of conduct, ongoing performance development and through Trust communications.

Hollingworth Learning Trust expects employees to work flexibly within the framework of the duties and responsibilities above. This means that the postholder may be expected to carry out work that is not specified in the job profile but which is commensurate with the grade of the role within the remit of the duties and responsibilities.

#### **Information for all applicants / postholders:**

***Hollingworth Learning Trust are committed to safeguarding and promoting the welfare of children, young people and vulnerable adults and expect all staff and volunteers to share this commitment.***



***The successful candidate will have to meet the person specification and will be required to apply for an enhanced DBS disclosure and all other pre-employment checks outlined in Keeping Children Safe in Education. All appointments are subject to Safer Recruitment practices.***

***We particularly welcome applicants from under-represented groups including those based on ethnicity, gender, transgender, age, disability, sexual orientation or religion.***