

## Job Description

<b>Job Title:</b>	Teaching Assistant – Level 1 (Supporting and Delivering Learning)	<b>School Name:</b>	The Federation of Kintore Way Nursery School and Children's Centre & The Grove Nursery School
<b>Grade and Range:</b>	Grade 3 scp 2 - 6	<b>Hours:</b>	31.25 hours per week, Monday to Friday
<b>Reports to:</b>	Executive Headteacher / Deputy Head / Deputy Head 2-3's	<b>Working Pattern:</b>	39 weeks, Term Time only
		<b>Supervises:</b>	None

<b>Purpose and context:</b>	To be a member of a professional team. To work under the direct instruction of teaching/senior support staff. To support children's learning and development and provide general support in the classroom contributing to the overall development of learning and care of the children 0-5's
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### Principle Accountabilities:

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## SUPPORT FOR CHILDREN

- Attend to the children's personal needs, and implement related personal programmes, including social, health, physical, hygiene, first aid and welfare matters
- Supervise and support children ensuring their safety and access to learning
- Establish good relationships with children, acting as a role model and being aware of and responding appropriately to individual needs
- Promote the inclusion and acceptance of all children
- Encourage pupils to interact with others and engage in activities led by the teacher or senior staff
- Encourage pupils to act independently as appropriate
- Follow the Federation policy and procedures for supporting children with their behaviour and emotional needs.
- To provide support to the key person.
- To support the introduction and settling in process for children and families into the school
- To support and accompany other staff with home visits when required.
- Support for children with SEN or disabilities which may involve lifting, assisting in toileting and changing pupils, helping them to transfer from seating to mobility aids, implementing individual movement programmes, under the direction of other professionals.
- Maintain respectful and genuine interaction with children using warm and responsive communication strategies, which are appropriate to children's needs.
- Encourage, support and engage with children in playful learning.
- To use the outdoor environment to support children's learning.
- To have a positive attitude to learning outdoors in all weathers.
- Be involved in educational outings, with small groups of children.
- Understand the varying cultural and religious backgrounds of the children.
- To ensure that the environment is clean, safe and hygiene standards are maintained at all times.
- Help with first aid provision, recording accidents, comforting sick or injured pupils. In emergencies – liaising with the designated first aider, senior staff and medical professionals.
- Assisting pupils to acquire and develop self help skills, including toileting and personal hygiene, cleaning and changing children as required.
- To support children at meal times and snack times making it a pleasant time for social sharing and ensuring all dietary needs are met.

## SUPPORT FOR TEACHERS/SENIOR STAFF

- Prepare classroom, resources, activities and set up, maintain and tidy the indoor and outdoor learning environment and assist with displays
- Be aware of individual children's developmental and learning needs and report to the teacher / senior staff as agreed
- To support other staff with the children's record keeping if required.
- Gather/report information from/to parents/carers as directed
- Provide clerical/admin support e.g. photocopying, laminating, making resources, filing, etc.

## SUPPORT FOR THE CURRICULUM

- Prepare and maintain equipment/resources as directed by the teacher/senior staff and assist children in their use
  - To be proactive in reading the planning to understand the learning intentions, core books and core rhymes
  - Listen to children and encourage back and forth communication
  - Join in with children's play, extending their vocabulary.
  - To regularly read stories to children with enthusiasm
  - To support children's development across all 7 areas of learning
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## SUPPORT FOR THE SCHOOL

- Be aware of and comply with policies and procedures relating to child protection, health, safety and security, confidentiality and data protection, reporting all concerns to an appropriate person
- Be aware of and support difference and ensure all children 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
- Accompany teaching staff / senior staff and children on visits, trips and out of school activities as required
- To have due regard for safeguarding and promoting the welfare of children and young people and to follow the child protection procedures adopted by the Southwark Safeguarding Children's Board and the school's safeguarding policy.

## Professional Conduct

- To adhere to the Federation's Staff Code of Conduct, Staff Behaviour Policy and Team Agreements at all times.
- To be aware of the high profile of Kintore Way Nursery School and uphold its standards at all times.
- To work effectively as a member of a team establishing and maintaining good working relationships and ensure that care is taken when communicating with others to avoid any unnecessary conflict.
- To encourage an atmosphere of co-operation and respect.
- To ensure that a polite, courteous and helpful attitude is demonstrated at all times to the children, their parents, staff members and other agencies
- To ensure that punctuality is maintained throughout the day.
- To manage own workload and plan time effectively.
- To attend and contribute to staff meetings, professional development training and any other events as requested.
- To work across the Federation as required

<p><b>General Statements</b></p>	<ul style="list-style-type: none"> <li>▪ Required to carry out all reasonable duties and responsibilities of the post in accordance with the Councils' policies and procedures and standing orders.</li> <li>▪ Enactment of Health and Safety requirements and initiatives as appropriate</li> <li>▪ All employees are required to declare any conflict of interest that may arise before or during their employment.</li> <li>▪ Any outside activities, either paid or unpaid, must not in the view of the School conflict with or react detrimentally to the Authority's interest, or in any way weaken public confidence in the conduct of the School's business.</li> <li>▪ Undergo and meet school conditions for a satisfactory enhanced DBS check.</li> <li>▪ Must comply with all equality legislation, policies and procedures; actively promote ways of eradicating and challenging racism, prejudice and discrimination through the School's policies and procedures.</li> <li>▪ To have due regard for safeguarding and promoting the welfare of children and young people, and to follow the child protection procedures adopted by the Southwark Safeguarding Children Board.</li> <li>▪ Ensuring work is line with the School's Green Commitment Policy goals.</li> <li>▪ Being aware of responsibilities under the Data Protection act for the security, accuracy and relevance of information held and maintained.</li> <li>▪ Treating all information acquired through your employment, both formally and informally, in strict confidence</li> <li>▪ To demonstrate a commitment to good customer care.</li> <li>▪ Any other duties of an appropriate level and nature will also be required.</li> </ul>
<p><b>Safeguarding</b></p>	<ul style="list-style-type: none"> <li>▪ To follow the Schools policies and procedures for Safeguarding Children, Child Protection and Health and Safety.</li> <li>▪ To be vigilant in identifying when a child might be at risk, following appropriate guidelines, recording on the schools electronic safeguarding system and reporting to the designated person.</li> <li>▪ To display a commitment to the protection and safeguarding of children and young people.</li> <li>▪ To maintain confidentiality about all issues related to children and their families; your own and other staff members issues and any other management or operational issues.</li> <li>▪ To behave in an actively anti-discriminatory way.</li> </ul>
<p><b>To contribute as an effective and collaborative member of the School Team</b></p>	<ul style="list-style-type: none"> <li>▪ Participating in training to be able to demonstrate competence.</li> <li>▪ Participating in first aid training as required.</li> <li>▪ Participating in the ongoing development, implementation and monitoring of the service plans.</li> <li>▪ Contributing in meetings and being a supportive member of the school team.</li> </ul>

## Person Specification

<b>Job Title:</b>	Teaching Assistant – Level 1 (Supporting and Delivering Learning)	<b>School Name:</b>	<insert the school name>
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<b>Knowledge / qualifications:</b>	<ul style="list-style-type: none"> <li>▪ Completion of DFE Teacher Assistant Induction Programme</li> <li>▪ Participate in development and training opportunities</li> <li>▪ Appropriate knowledge of first aid</li> <li>▪ Use basic technology – computer, video, photocopier</li> </ul>	<p>E</p> <p>E</p> <p>E</p> <p>E</p>	Indicate how skill will be assessed either application form, at interview or tested.
<b>Experience:</b>	<ul style="list-style-type: none"> <li>▪ Working with or caring for children of relevant age</li> </ul>	E	
<b>Aptitudes, skills and competencies:</b>	<ul style="list-style-type: none"> <li>▪ Good numeracy/literacy skills</li> <li>▪ Ability to relate well to children and adults</li> <li>▪ Work constructively as part of a team, understanding classroom roles and responsibilities and your own position within these</li> </ul>	<p>E</p> <p>E</p> <p>E</p>	
<b>Special conditions:</b>	<ul style="list-style-type: none"> <li>▪ Motivated to work with children &amp; young people.</li> <li>▪ Ability to form &amp; monitor appropriate relationship &amp; personal boundaries with children &amp; young people.</li> <li>▪ Emotional resilience in working with challenging behaviours.</li> <li>▪ Appropriate attitudes to use of authority &amp; maintaining discipline.</li> <li>▪ The postholder may be required to work outside of normal school hours on occasion, with due notice.</li> <li>▪ All postholders will be required to undertake an enhanced DBS check. Individuals on the children's barred list (and adults barred list where relevant) should not apply.</li> <li>▪ An understanding of the principles of the latest Keeping Children Safe in Education document and a commitment to ensuring the health, safety and wellbeing of all children.</li> </ul>	<p>E</p> <p>E</p> <p>E</p> <p>E</p> <p>E</p> <p>E</p> <p>E</p>	