

Illingworth Place, Oldbrook, Milton Keynes, MK6 2NH

01908 604689 • office@oldbrookschool.co.uk

www.oldbrookschool.co.uk

Teaching Assistant - Level 2 (Nursery)
(Fixed Term Position until 31st December 2023)

Salary Range: Grade D1 (£22,777 FTE, £10,194 actual per annum)
19 hours and 10 minutes per week – 11.15am until 3.05pm

Start Date: ASAP

Fixed Term: until 31st December 2023

Oldbrook First School and Nursery is a welcoming and caring school that values the importance of early years education, providing children with the best possible opportunities to become confident, enthusiastic and successful learners. We value our community where together we make the difference.

We are looking for an enthusiastic and dedicated person to join our friendly team to support pupils in Nursery. You will have the ability, flexibility and understanding to further enrich the children's learning through play; an understanding of supporting pupils with special educational needs and disabilities; the skills to develop children's speech and language skills; a passion for early years education; with experience of the EYFS curriculum.

You will have the skills and ability to support learning opportunities within a range of areas, under the guidance and direction of teaching staff and be dedicated to enhancing the learning journeys of all children in the Nursery.

You will need:

- To have a positive, enthusiastic and caring approach
- To be child centred putting the children's needs first
- To be skilled in supporting children's learning, enabling them to make progress
- To have the confidence and experience to deliver specific support
- To be flexible, adaptable and follow given instructions
- To be a team player with a good sense of humour.

We can offer a supportive learning environment which values everyone, happy well motivated children who are eager to learn and opportunities for further professional development.

Please come and visit our nursery in action. Contact our School Business Manager, Mrs Preen, on 01908 604689 for further details. Application forms can be downloaded from our school website.

Oldbrook First School and Nursery is committed to safeguarding and promoting the welfare of all our children. The successful applicant will require an enhanced DBS clearance. This school is committed to equal opportunities.

Closing date: Thursday 23rd February 2023 at 12 noon

Interview date: w/c 27th February 2023

Start date: Monday 17th April 2023 or earlier

Milton Keynes Council – Role Profile

Role Title: **Teaching Assistant L2**

Service Group: **Children & Families**

Accountable to: **Head Teacher**

JE Ref: **JE0797**

Grade: D

Purpose of job

Support access to learning for pupils and provide general support to the teacher in the management of pupils, both in and out of the classroom.

Working under the guidance and instruction of the class teacher, take a leading role in the planning and evaluation of one or more specific learning activities or teaching programmes.

Key Objectives

1	Supervise and provide particular support for pupils, including those with special needs, ensuring their safety and access to learning activities.
2	Implement planned learning activities/teaching programmes as agreed with the teacher, adjusting activities according to pupils' responses as appropriate.
3	Create and maintain a purposeful, orderly and supportive environment, in accordance with lesson plans, by arranging/providing resources for lessons/activities under the direction of the teacher. Assist with displays.
4	Participate in planning and evaluation of learning activities with the teacher, providing feedback to the teacher on pupil progress and behaviour.
5	Provide feedback to the pupils in relation to attainment and progress under the guidance of the teacher.
6	Support pupils in social and emotional well being, reporting problems to the teacher as appropriate.
7	Assist in escorting and supervising pupils (or independently escort small groups) on educational visits and out of school activities
8	Attend to pupils' personal needs and implement related personal programmes, including social, medical needs, First Aid, physical, hygiene and welfare matters with appropriate training/support.
9	Level B duties may be considered to include any of those listed at Level A.

Schools benefit from a flexible approach to working arrangements – because of this, the tasks and responsibilities listed here are not definitive. Head Teachers may require particular additional duties to be undertaken to suit the specific school's requirements and these may be incorporated in the role requirements as long as they are at a similar and appropriate level to the other listed duties.



Together we make the difference

Scope

- Have familiarity with all relevant statements of special educational needs specific to the child
- Assist in the development of individual development plans for pupils (such as Individual Educational Plans)
- Prepare, maintain and use equipment/resources required to meet the lesson plans/relevant learning activity and assist pupils in their use
- Monitor and manage stock and supplies for the classroom
- Support the teacher in managing pupil behaviour, reporting difficulties as appropriate
- Work is normally carried out in the classroom or similar environment, which may sometimes involve exposure to noise or other unpleasant conditions

Work Profile

- Promote good pupil behaviour, dealing promptly with conflict and incidents in line with established policy and encourage pupils to take responsibility for their own behaviour
- Undertake structured and agreed learning activities/teaching programmes, adjusting activities according to pupil responses
- Administer routine tests and invigilate exams and undertake routine marking of pupils work
- Select, prepare and clear away classroom materials and learning areas ensuring that they are available for use, including developing and presenting displays
- Attend to pupils' personal needs and implement related personal programmes, including social, specific medical needs, physical hygiene and welfare matters with appropriate training/support
- To adhere to school local and national authority guidelines, exercising professional discretion at all times.
- 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.
- Participate in training and other learning activities and performance development as required
- Contribute to the overall ethos/work/aims of the school
- Attend relevant meetings
- Maintain confidentiality at all times

Other information

Milton Keynes Council is committed to safeguarding and promoting the welfare of children and vulnerable adults. All employees are expected to share this commitment, to follow the Council's safeguarding policies and procedures and to behave appropriately towards children and vulnerable adults at all times, both in work and in their personal lives.

All school based posts are defined as Regulated Activity and therefore this post is subject to an Enhanced with Barred List Criminal Records Bureau check.

Person Specification

Skills and Knowledge				Level	Assess by;
<u>A</u> ttainable	Successful applicants will be expected to obtain the denoted qualifications or experience within an agreed period of time			<u>A</u>	A Application I Interview T Testing R Reference
<u>D</u> esirable	Applications will be preferred from candidates with the denoted qualifications or experience			<u>D</u>	
<u>E</u> ssential	Applicants without the denoted qualifications or experience will not be considered for this role			<u>E</u>	
Qualifications	NVQ2 for Teaching Assistants or equivalent qualifications or experience	X			A
Skills / Experience	Significant experience of working with individuals and groups of children in a classroom setting		X		A
Competencies				Level	Assess by;
<u>A</u> wareness	Demonstrable aptitude and ability to develop in the particular work area			<u>A</u>	A Application I Interview T Testing R Reference
<u>S</u> ignificant	Clear competence in the work element sufficient for all role requirements			<u>S</u>	
<u>E</u> xtensive	Sufficient expertise in the work element to lead and mentor others, and influence policy and practice			<u>E</u>	
Planning and organising work	Working with the teacher to ensure preparations are made within the classroom for all learning activities on a daily and weekly basis	X			I,R
Planning capacity and resources	Ensuring adequate resources are available for planned activities	X			I,R
Influencing and interpersonal skills	Encouraging inclusivity and engagement with all learning activities	X			I,R
	Ensuring that all communications are tailored to suit the individual child	X			I,R
Using initiative	Dealing with day to day problems and issues in a confident and creative manner		X		I,R
Working independently	Able to manage individuals and small groups of learners independently during the school day		X		I,R
Managing people	Working co-operatively with class colleagues		X		I,R
Managing resources	Keeping accurate records when required	X			I,R
	Use and safekeeping of classroom equipment		X		I,R
Managing risk	Full working knowledge of relevant policies and practices in relation to health and safety, safeguarding, child protection.	X			I,R
Managing oneself	Awareness of opportunities for professional self-improvement		X		I,R