The post holder will report to the Teacher / Senior Teaching Assistant. Apart from other colleagues in the school, the main contacts of the job are: Head Teacher, teaching staff, other support staff and pupils.

**Main Purpose of the Job:**

Under the guidance of a teacher, manage specialist support in a specific area of the curriculum and take a lead role in addressing the needs of pupils who require help to overcome barriers to learning

Deliver learning programmes and support individual pupils, small groups (and whole classes during the short term absence of teachers)

**Main Duties**

**Support for pupils**

* To work with groups of children under the supervision of the teacher including the implementation the delivery of programmes of work and implementation of ILPs
* Use specialist (curricular learning) skills/training/experience to support pupils
* Establish good relationships with pupils, taking on role model by presenting a positive personal image and responding appropriately to individual needs
* Promote the inclusion and acceptance of all pupils
* Encourage pupils to interact and work co-operatively with others and engage all pupils in activities
* Promote independence and employ strategies to recognise and reward achievement of self reliance
* Give regular feedback on children’s progress to the class teacher and file records
* Provide feedback to pupils in relation to progress and achievement
* Attend to children’s personal needs, including minor first aid and provide advice on pastoral, social health, physical hygiene and welfare matters.
* **Support for Teachers**
* Under the direction of the teacher prepare the classroom for lessons, including display work and clear afterwards as appropriate.
* Give regular feedback on children’s progress to the class teacher and file records
* Contribute to the planning cycle, managing and preparing resources, evaluating and adjusting lessons/work plans as directed by the teacher
* Be responsible for keeping and updating records, information and data, producing analysis and reports as required
* Provide objective and accurate feedback and reports as required, to the teacher on pupil achievement, progress and other matters, ensuring the availability of appropriate evidence
* Undertaking marking of pupils’ work and accurately record achievement/progress
* Administer and assess routine tests and invigilate exams
* Monitor and manage stock within an agreed budget, cataloguing resources and undertaking audits as required
* Provide specialist advice and guidance (e.g. Art/Music) as required
* Liase with parents/carers, schools and establish constructive relationships and communicate with other relevant bodies to support achievement and progress of pupils (this includes attendance at parents meetings)
* Contribute to the development and implementation of appropriate behaviour management strategies
* Monitor and evaluate pupil responses to learning activities through observation and planned recording of achievement against predetermined learning objectives

**Support for the Curriculum**

* Implement agreed learning activities/teaching programmes, adjusting activities according to pupil responses/needs, including assessment
* Contribute to the development of lesson/work plans
* Provide Curriculum / resource support and undertake programmes including those linked to local and national learning strategies
* Support the use of ICT in learning activities and develop pupils’ competence and independence in its use
* Assist pupils to access learning activities through specialist support
* Determine the need for, prepare and maintain general and specialist equipment and resources

**Support for the School**

* Ensure strategic processes are complied with in order to overcome barriers to earning, including eg behaviour management strategies
* Be aware of and comply with child protection procedures, health and safety and security, confidentiality and data protection, reporting any concerns to the relevant member of staff
* Accompany teachers and pupils on educational visits
* Assist in maintaining high standards of health and safety at all times.
* Maintain good relationships with colleagues and work together as a team.
* Assist in the supervision of classroom and outdoor activities.
* 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.
* Provide appropriate guidance and supervision and assist in the training and development of staff as appropriate

**After School Club**

**Job Purpose**:

The role of the Room Leader of the After School Club is to work as part of the team in the day to day organisation of the After School Club by providing high standards of care and play opportunities for children between the ages of 4-11 years old in a safe and secure environment.

What you have to achieve:

* High standards of care and play opportunities.
* Compliance of all regulatory requirements stated in the Early Years Foundation Stage and by Ofsted.
* Positive working relationships with staff members, outside professionals, parents and carers.
* Happy, supported and engaged children.
* **Duties & Responsibilities**:
* To be take responsibility for the EYFS area for the EYFS organisation of the After School Club.
* Also cover for any other age groups as and when required.
* Create a safe, welcoming and friendly environment delivering high quality creative play opportunities embracing each child's individual needs, unique qualities and personalities.
* Liaise with the school with regard to the needs of the children who attend the After School Club.
* Liaise with parents to encourage parental involvement and support through the development of effective working relationships, providing professional and relevant feedback to parents/carers about their child.
* Provide care, play opportunities and activities in a homely and nurturing environment, with regard to the individual development needs of the children and age ranges of children.
* Fully support inclusive practice and ensure that all children can be involved in the activities offered if they wish.
* Consult and liaise with the children and involve them in the planning of activities. Support all children.

**Person Specification**

**Teaching Assistant – Level 3**

Experience of working with or caring for children of a relevant age

Experience of working with pupils with additional needs

Numeracy/literacy skills (at a level equivalent to NQF Level 2)

NVQ Level 3 for Teaching Assistants or equivalent qualification or experience

Willingness and ability to undertake HLTA Level responsibilities (refer to HLTA standards)

Willingness to participate in training, performance management and self evaluate learning needs and actively seek learning opportunities

Training in the relevant learning strategies and /or in a particular curriculum or learning area, e.g. bilingual

Ability to relate well to children and adults

Ability to work as part of a team

An understanding of the role of the Teaching Assistant and other professionals working in the classroom

Ability to use relevant technology eg photocopier

Effective use of ICT to support learning

Full working knowledge and understanding of national/foundation stage curriculum and other basic learning programmes/strategic processes and barriers to learning

Understanding the principles of child development and learning processes

Ability to organise, motivate and lead a team

Knowledge of strategic processes and barriers to learning, including e.g behaviour management strategies

Ability to self-evaluate learning needs and actively seek learning opportunities

Willingness to undertake first aid training as appropriate