



## Teaching Assistant (Level 3)

Salary / grade range	C1 Scale Points 12:17 £26,421 - £28,770 (FTE)
Location	Co-op Academy Beckfield, BD4 8ER
Reports to	Early Years Lead, Class Teacher

### Purpose of role:

To work under the guidance of the Class Teacher to implement agreed work programmes including those requiring detailed and specialist Knowledge of early years curriculum and provision.

Assisting the Class Teacher in the whole cycle of planning, resourcing, delivery and assessment of the curriculum delivery.

Staff may also supervise whole classes occasionally during the short term absence of teachers, limited to a maximum of 3 consecutive days for any one absence and in the event that there is adequate provision at the appropriate level to ensure statutory requirements relating to staffing ratios are maintained.

### Key accountabilities (and specific duties / responsibilities):

- To ensure that the school provides specialist care and education of the highest quality for children and families.
- To use specialist knowledge and experience of care and the curriculum to support pupils learning.
- To establish Individual Educational Programme (IEP) for children with special educational needs (SEN) and ensure the implementation of these.
- To undertake assessment of pupils ensuring Judgements are recorded accurately and promptly providing feedback to the Class Teacher and other stakeholders in relation to progress, achievement and progression.
- Monitor and evaluate pupil responses to learning activities providing feedback to the Class Teacher and adjusting work plans as appropriate.
- Implement agreed learning activities, programmes, adjusting activities according to pupils response / needs
- To support pupils in nursery to access learning through play whilst recognising and responding to their individual needs.
- To promote appropriate independence of pupils within the context of the setting.
- To work with the Teacher to develop and maintain an appropriate learning environment that enables pupils to engage with all aspects of school provision, including where appropriate the outdoor classroom environment.
- To develop constructive relationships with parents and carers that support pupils learning and



achievement and the role of parents in pupils learning

- To ensure client confidentiality is maintained
- To assist the Class Teacher in the preparation of reports that will assist in effective transition arrangements.
- To be aware of and comply with policies and procedures relating to health, safety and security, confidentiality and data protection reporting concerns to the appropriate person.
- To promote inclusion and acceptance of all pupils.
- To follow and comply with statutory Child Protection guidelines and the schools Child Protection policy.
- To manage student placements, providing concise and accurate reports relating to students development for college tutors and managers.
- Contribute towards the management and monitoring of successful pre admission, admission and transition arrangements for children and families, providing accurate and timely information to the Class Teacher.
- To establish constructive relationships and provide professional advice to other agencies/ professionals in liaison with the Class Teacher to support achievement, progress and wellbeing of pupils.
- To organise and participate in interesting and appropriate educational visits for children and families observing health and safety policies and making risk assessments.
- To comply with the requirements of all policies, procedures and staff instructions.
- To actively promote and support policies on Equal Opportunities and to ensure the school functions in an anti-oppressive and non-discriminatory manner.
- To take responsibility for the securing of the building and resources if required
- To assist in providing professional support on issues relating to child protection to parents and outside agencies.
- To take responsibility for a group of children during any building evacuation.
- To attend and participate in regular meetings, training and other learning activities as required.
- To undertake other duties commensurate to the post and grade as required by the Department.
- To undertake the accountabilities of the post in accordance with Trust policies including the Equal Opportunities and Health and Safety policies.



Personal attributes required (based on job description):		
Attributes	All attributes are essential, unless indicated below as 'desirable'	How measured, e.g. application form (A), interview (I) test (T)
<p><b>Qualifications</b></p> <ul style="list-style-type: none"> <li>• Possess the relevant Professional qualification: CACHE Diploma in Childcare and Education, NNEB or BTEC Nursery Nurse NVQ Level 3, B Ed Early Years or equivalent.</li> <li>• Knowledge of current DfE Keeping Children Safe in Education and local Child Protection Policies and Procedures, and their role and responsibility in their implementation.</li> <li>• Knowledge of 1989 Children's Act, National Day Care Standards and Ofsted's Educational requirements</li> <li>• Knowledge of a range of factors which create stress for children and families.</li> <li>• Knowledge of guidance documents which support the development of young children's learning.</li> <li>• Knowledge of the future of childcare services nationally and locally</li> </ul>	<p></p> <p></p> <p>Desirable</p> <p>Desirable</p> <p></p> <p>Desirable</p>	<p>A / I</p> <p>A / I</p> <p>A / I</p> <p>A / I</p> <p>A / I</p> <p>A / I</p>
<p><b>Experience</b></p> <ul style="list-style-type: none"> <li>• Experience of professional employment in work with young children and families.</li> <li>• Experience of working in partnership with other agencies.</li> <li>• Experience of working in close partnership with carers.</li> <li>• Two years post qualification experience</li> <li>• Experience of professional employment in work with young children and families, preferably in a nursery environment.</li> <li>• Experience of working with Child Protection</li> <li>• Experience of supervising others</li> </ul>	<p>Desirable</p> <p></p> <p>Desirable</p> <p>Desirable</p> <p></p> <p></p> <p></p>	<p>A / I</p> <p>A / I</p> <p>A / I</p> <p>A / I</p> <p>A / I</p> <p>A / I</p> <p>A / I</p>
<p><b>Skills, Ability, Knowledge</b></p> <ul style="list-style-type: none"> <li>• Able to communicate with a wide range of people individually, in groups and at all appropriate levels</li> <li>• Able to motivate children and sustain their interest in play activities Able to contribute to the team</li> <li>• Able to make a contribution when dealing with other people</li> <li>• Able to plan effectively to support Children's learning</li> <li>• Able to prepare and present written reports to support children's development and well being</li> </ul>	<p>Desirable</p>	<p>A / I</p> <p>A / I</p> <p>A / I</p> <p>A / I</p> <p>A / I</p>



<ul style="list-style-type: none"> <li>• Able to demonstrate the ability to problem solve.</li> <li>• Able to offer support to children and families in a multicultural environment</li> <li>• Able to work in a responsive partnership with parents and carers.</li> <li>• Able to develop a sensitive approach to the care of families in a multicultural environment</li> <li>• Able to identify and manage risk and consequences through assessment and appropriate action</li> <li>• Able to supervise students</li> <li>• Able to take and accept instruction</li> <li>• Able to use ICT</li> </ul>		<p>A / I</p> <p>A / I</p> <p>A / I</p> <p>A / I</p> <p>A / I</p> <p>A / I</p> <p>A / I</p> <p>A / I</p>
<p><b>Personal Qualities</b></p> <ul style="list-style-type: none"> <li>• Willing to abide by the Trust’s Equal Opportunities Policy in the duties of the post, and as an employee of the Trust.</li> <li>• Willing to carry out all duties having regard to an employee’s responsibility under the Trust’s Health and Safety Policies</li> <li>• Commitment to Continuous professional development</li> <li>• Commitment to take responsibility for one’s own actions</li> <li>• Commitment to ensure the nursery functions in an anti-oppressive manner Commitment to client confidentiality</li> <li>• Willing to have a flexible working approach to the nursery</li> </ul>	<p>Desirable</p>	<p>A / I</p> <p>A / I</p> <p>A / I</p> <p>A / I</p> <p>A / I</p> <p>A / I</p>

Co-op Academies Trust as an aware employer is committed to safeguarding and protecting the welfare of children and vulnerable adults as its number one priority. This commitment to robust recruitment, selection and induction procedures extends to organisations and services linked to the Trust on its behalf. This post is subject to an enhanced DBS check.

All our colleagues are expected to demonstrate a commitment to co-operative values and principles, and the Ways of Being Co-op.

Co-op Academies Trust is committed to equality of opportunity for all staff and applications from individuals are encouraged regardless of age, disability, sex, gender reassignment, sexual orientation, pregnancy and maternity, race, religion or belief and marriage or civil partnerships.