

JOB DESCRIPTION

Job Title: Teaching Assistant

Contract: Fixed Term (hours as per advertised)

Responsible to: Class Teacher

Job Purpose: To support the class Teacher to provide an appropriate learning environment for children within the Nursery in which the children's developmental and welfare needs are met.

Main Duties

- To participate as a member of a team of adults working together to create an environment which promotes children's development and learning
- To assist with the supervision of children on their arrival and departure and during school times
- To help the children with personal cleanliness
- To work with named child/ren as directed by the Class Teacher
- To share responsibility for maintaining a safe environment
- To maintain confidentiality about all aspects of school life
- To be aware of relevant health and safety issues
- To take responsibility for own professional development and keep abreast of relevant educational issues
- To take part in school activities and meetings during school time when appropriate
- To accompany children off the school premises as directed by the Class Teacher
- To liaise with parents and with other professionals as directed by the Class Teacher
- To be involved in organising the learning environment and curriculum planning as appropriate
- To carry out any other reasonable duties commensurate with the level of responsibility of the post.

PERSON SPECIFICATION

Job Title: Teaching Assistant	Department/Division:
Authority: Victoria Park Nursery School	Post Reference No:

KEY CRITERIA	ESSENTIAL	DESIRABLE
Qualifications and Training	<ul style="list-style-type: none"> • Basic literacy and numeracy skills 	<ul style="list-style-type: none"> • Qualified First Aider
Competence Summary (Knowledge, abilities, skills, experience)	<ul style="list-style-type: none"> • Able to communicate effectively with children, parents and other staff • Able to motivate and encourage pupils • Awareness of child protection/safeguarding • Awareness of and willing to promote the schools social inclusion policies and practices 	<ul style="list-style-type: none"> • Experience of working with children with special needs • Experience in an early years environment
Work-related Personal Requirements	<ul style="list-style-type: none"> • Actively enjoys working with children and has empathy with pupils and is sympathetic to their needs • Professionally discreet and able to respect confidentiality • Flexible approach to tasks • Firm, sensitive and effective approach towards pupil discipline • Willing to work as part of a team • Has a warm personality and able to stay calm under pressure • Is able to gain the confidence of children who are behaviourally challenging or socially withdrawn • Is able to work independently and show initiative • Has good time management and organisational skills 	
Other Work Requirements	<ul style="list-style-type: none"> • Patient and resilient 	