

JOB DESCRIPTION AND PERSON SPECIFICATION

Job Title	Teaching Assistant	Location	Woodlands Primary Academy
Salary	Scale D, points 5-6: £24,790 - £25,183 per annum (£17,000.56 - £17,270.07 actual salary).	Hours	29.5 hours, 39 weeks.
Department	Support Staff	Reports To	Early Years Lead.

JOB PURPOSE:

To support pupils across the primary age range under the direction of the class teacher and in accordance with recognised procedures and guidelines, in ways which will promote and maximise their education and total development.

KEY RESPONSIBILITIES AND DUTIES:

Pupil Development

Working with individuals and groups of pupils to:

- Support learning and development of physical, intellectual, emotional and social skills of children at the very beginning of their educational career by engaging with and working with pupils through a range of classroom based activities/tasks.
- Support learning and development by accompanying and working with pupils outside the classroom on trips, visits and other activities, under the direction of the Class Teacher.
- Promote the general progress and well-being of individual pupils and classes/ groups. Recognise and nurture their abilities and aptitudes by the introduction and development of new initiatives, under the guidance of the Class Teacher.
- Support and assist the Class Teacher in maintaining good order and discipline in the classroom/school, by actively engaging with pupils to promote and enforce the school's behaviour policy
- Recognise and support social and pastoral needs by actively engaging with groups and individual pupils, both within the classroom and throughout the school day, seeking advice where necessary from the Class Teacher and/or Headteacher.
- Supervise pupils on the playground and elsewhere on the school site and premises as required as part of the school's agreed duty rota.
- Liaise with the class teacher, to ensure clear understanding of tasks and responsibilities and how these will be operated in practice to promote the best outcomes for pupils.
- Use initiative to solve straightforward problems to assist the progress of pupils. Seek advice from the Class Teacher in the event that complex or serious problems occur.
- Demonstrate tasks to new colleagues and assist in the induction process
- Prepare resources, as directed by the teacher.
- Carry out routine administrative tasks.
- Work with pupils to prepare and produce displays of their work, as directed by the teacher,
- Mark pupils' work, as appropriate, maintaining basic records.
- Assist the teacher in assessing pupils' work.
- Participate in meetings relating to pupils, as required.

Professional Development

- Attend and participate in Performance Management meetings.
- Work with the Headteacher to identify personal and professional training needs and participate in any courses arranged to address those needs.

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- Share good practice and provide teachers and other support staff with information from courses etc...

Health and Safety

- Follow Health and Safety procedures at all times, particularly with regard to pupil safety and that of staff colleagues.
- Administer minor first aid (as trained), dispense medically prescribed controlled drugs in accordance with the school's procedures (as trained) and to attend to children who are sick as necessary.
- Be aware of and maintain full understanding of procedures to follow in the event of an emergency.
- Keep up-to-date with and follow, Safeguarding / Child Protection procedures.

General

- Maintain confidentiality in all school matters.
- Recognise and actively support the aims, objectives, policies and procedures of the school.
- Undertake any other reasonable tasks as requested by the Class Teacher and/or Headteacher, which are commensurate with a post at this grade.

JOB REQUIREMENTS:

	Essential	Desirable
QUALIFICATIONS	<ul style="list-style-type: none"> • Attainment of GCSE's or equivalent qualifications in Maths and English. • Minimum of Level 3 or equivalent qualification in Early Years Care and Education. 	<ul style="list-style-type: none"> • Read, Write Inc. phonics knowledge and experience. • Step On and Step Up Training. • Experience and training in intervention support programmes.
EXPERIENCE	<ul style="list-style-type: none"> • Successful experience of working within the primary age range. • Experience of planning & working with areas of the curriculum relating to the primary age range. • Experience of supporting SEND children, including those with ASD 	<ul style="list-style-type: none"> • Additional experience and track record of working effectively with children in a primary environment. • Experience of supporting challenging children with complex physical and emotional needs, including children with speech and language difficulties.
KNOWLEDGE AND UNDERSTANDING	<ul style="list-style-type: none"> • Knowledge of areas within the curriculum relating to the primary age range. • Good knowledge of how children learn. • Ability to remain calm and supportive in unexpected and/or emergency situations. 	<ul style="list-style-type: none"> • Current paediatric first aid qualification.

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SKILLS AND PERSONAL ATTRIBUTES	<ul style="list-style-type: none"> • Effective positive behaviour management strategies. • Flexible, self-motivated and enthusiastic. • Patient and friendly approach. • Willingness to work with all age groups. • Ability to relate well to adults and children from all backgrounds and a wide range of ability 	<ul style="list-style-type: none"> • Ability and proven willingness to take on responsibility and lead on an initiative. • Ability to prioritise effectively when faced with a number of urgent tasks. • Ability to judge a situation and take appropriate action i.e. when act on own initiative and when to seek guidance. • Willingness to take ownership or 'whole school' tasks e.g. school council, library, ICT (website development).
EQUAL OPPORTUNITIES	A demonstrable commitment to supporting and promoting safeguarding, student welfare, equality and diversity	
SAFEGUARDING	A thorough understanding of up-to-date safeguarding requirements and best practice	
OTHER REQUIREMENTS	High expectations for every pupil and a proven track record of making a difference to the learning and experiences of pupils inside and outside the classroom.	

Creative Education Trust is committed to safeguarding and promoting the welfare of our children and young people and expects all staff and volunteers to share this commitment. The successful applicant will be required to undertake relevant safeguarding checks in line with Government safer recruitment guidelines.