



Pendle Education Trust

Teaching Assistant TA1

Closing Date	Noon on 7 th June 2022
Observation/Interview Date	16/17 th June 2022
Salary	TA1 EYFS - Grade 3 (£18,516-£19,264 per annum pro-rata) - 33.5hrs term time only

Pendle Education Trust

Nelson and Colne College, Scotland Road, Nelson, BB9 7YT

Tel 01282 440 249 **Email** contact@pendleeducationtrust.co.uk

Company Registration Number: 08263591

Place of Registration: England and Wales



Job Description: Teaching Assistant Level 1 (EYFS) - Class based

Role Specific

1. To support the personal needs of pupils and implement related personal programs including social, health, physical, hygiene, first aid and welfare matters
2. To deliver educational activities and programs of learning with individual and small groups of pupils, whilst promoting independent learning
3. To prepare, as directed, teaching materials, resources and equipment, and assist pupils in their use
4. To participate, with teaching staff, in the planning and evaluation of learning programs for individual pupils
5. To establish a supportive relationship with pupils and parents, acting as a role model and being aware of and responding appropriately to individual needs
6. To encourage acceptance and inclusion of all pupils within the school, and to ensure all pupils have equal access to opportunities to learn and develop
7. To support pupils in increasing their self-confidence and independence through encouragement and the effective use of praise
8. To assist with instruction of pupils in the use of specialist equipment, including ICT and, where appropriate, the correct and safe use of tools and equipment
9. To support the school to maintain a positive learning environment
10. To monitor the progress, needs and behaviours of individual pupils and report these to teachers as necessary
11. To accompany other staff and pupils on visits, trips and out of school activities as required ensuring that pupils are appropriately supervised at all times

Trust Responsibilities

1. Share the Trust's Vision, Mission, Values and Behaviours and communicate them effectively
2. Participate in Staff Review and Professional Development activities, and be actively involved in the Trust's culture of high expectation
3. Value diversity and promote equality
4. Engage in marketing activities and liaison with employers and the wider community in line with Trust strategies
5. Contribute to cross-Trust events
6. Adhere to Trust policies and procedures including Health and Safety
7. Be responsible for safeguarding and promoting the welfare of children and young people
8. Any other duties that the Principal may consider appropriate



Person Specification: Teaching Assistant (Primary)

Qualifications and Attainments

Level 2 Numeracy and Literacy qualification	Essential
4 GCSEs at grade C including Maths and English	Essential
Level 2 Childcare qualification or equivalent, e.g. CACHE, NVQ L2, NNEB	Essential

Training, Experience and Knowledge

Experience of using IEPs	Desirable
Experience of working with children in Nursey/Early Years	Desirable
Understanding of classroom roles and responsibilities of Teaching Assistants	Essential
Ability and confidence to assist pupils with basic numeracy and literacy in line with learning strategies and national curriculum	Essential
Experience of basic administrative tasks	Desirable
Experienced/trained first aider	Desirable

Personal Skills and Attitudes

Have strong behaviour management skills	Essential
Display initiative, be positive and enthusiastic	Essential
Demonstrate a commitment to equality and diversity	Essential
Possess excellent communication and relationship building skills	Essential
Be a team player with the ability to work independently	Essential
Demonstrate a flexible, adaptable, resilient and results orientated approach	Essential
Ability to lead and manage own workload effectively, and be willing to undertake CPD relevant to the post	Essential
Suitability to work with children and young people	Essential
Ability to use computers and educational software packages	Essential





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