

Teaching Assistant

\*April 2024

**Pay scale: NJC Scale 2**

**\*Hourly rate: £12.00 Annual Pay (pro rata): £23150**

**25 hours, term time only**

Working under the supervision of the Head Teacher and Deputy Headteacher.

**Job description:**

**Purpose of the job**

The role of a Teaching Assistant in our school is to support the class teacher in the teaching and learning of children. You will also be expected to establish a supportive relationship with the children and carry out other duties which fall within the remit of the post of Teaching Assistant.

**Hours**

5 hours per day, between 8.45am until 3.15pm with some flexibility as per the needs and opening times of the school; You are expected to be ready and available to work during these hours. 1 hour lunch break

**Principal Responsibilities (**day to day duties)

# **Supporting the pupils**

To aid the child / children to learn as effectively as possible, and support individual and groups of pupils by providing access to the curriculum:

* Working on individual or group targets
* Clarify and explain instructions, adapting or modifying (in discussion with the class teacher) to achieve the intended learning outcomes.
* Ensure children are able to select and use resources.
* Motivate and encourage the child / children.
* Implement consistent approach to behaviour as outlined in the school’s ‘good to be green’ behaviour charter.
* Help pupils to concentrate on and complete work.
* Remain aware at all times of the pupil’s safety, welfare and care.
* Liaise with the class teacher to ensure accurate and focussed support.
* Oversee pastoral, personal, social and health education at all times.
* Promote and raise children’s self-esteem.
* To attend to the physical needs of the pupils
* Attend to children who are hurt or injured and administer first aid.
* Help children who have been sick, wet or soiled themselves including washing and changing them
* Must have the ability to develop language and vocabulary for all pupils in school.
* **Must be able to communicate in English fluently and effectively.**

**Supporting the teacher**

* Liaise with the class teachers on the planning and preparation of group work (materials and resources)
* Participate in the evaluation of support work.
* Provide regular accurate feedback to the children and the class teacher.
* Keep all information about any child confidential.
* Respond to work of individuals or groups, annotating to indicate levels of support and achievement.

## **Supporting the school**

* Attend relevant in-service training and attend appropriate staff meetings.
* Implement the school’s ethos, policies and procedures.
* Participate in educational visit and other school events.
* Maintain the school environment, including lost property, stock cupboards and resources.
* Work as part of a whole school team
* Assist the school in supporting cultural diversity.

**Safeguarding**

**Short Wood Primary School is committed to safeguarding and promoting the welfare of children and young people and expects all staff and volunteers to share this commitment.**

**This role is exempt from the Rehabilitation of Offenders Act 1974 and therefore appointment to this post is subject to an enhanced Disclosure and Barring Service check as well as other pre-appointment checks outlined in Keeping Children Safe in Education (September 2024). Online checks will be carried out on all short-listed candidates. As this role is in regulated activity it also requires checks under the Childcare Disqualification Regulations and Childcare Act 2006.**

**We invite you to read our Safer Recruitment FAQs and Child Protection Policy before applying for this post, both of which are available on our school website.**



**Personal Specification**

**Teaching Assistant**

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|  | Essential | Preferred |
| EDUCATION & EXPERIENCE | * Meet TA standards or equivalent qualification, level 2 and above. * Demonstrable levels of numeracy & literacy equivalent to GCSE (A-C/grade 5 or above) or NVQ Level 2 * Attend induction training; any training as appropriate and training relevant to the post, including behaviour management and Child Protection training. * Experience of supporting children in a classroom environment including children with special educational needs. * Evidence of specialism in specific curriculum areas or areas of particular learning difficulty e.g. Catchup, Rapid, Salford etc * Know what the safeguarding procedures are in school and how to follow them. | * Training in relevant learning strategies e.g. literacy, numeracy etc |
| ABILITIES | * Ability to meet the physical needs of the pupils. * Able to form and maintain appropriate professional relationships and boundaries with children and young people. * Ability and willingness to work as part of a team. * Ability to implement consistently and effectively agrees behaviour management strategies. * Ability to assist in the recording of lessons and assessments as required by the teachers. * Ability to deal with sensitive information in a confidential manner. * Ability to provide a good role model to young pupils. * Ability to work in partnership with parents and teachers. * Ability to work effectively and supportively as a member of the school team. * Ability to use own initiative and work flexibly. * Ability to establish positive relationships with pupils and empathise with their needs. | * Interest/ experience in forest school and outdoor education |
| KNOWLEDGE & UNDERSTANDING | * Knowledge of the requirements of the national curriculum * Ability to monitor pupil’s response to the learning activities and where appropriate modify or adapt activities as agreed with the teacher to achieve the intended learning outcomes. | * Understanding of behaviour management strategies * Understanding of First Aid procedures |
| SKILLS | * Effective oral and written communication skills * Excellent interpersonal skills, colleagues and other professionals * Excellent organisational skills. | * Being multi-lingual would be an advantage |
| OTHER | * Understanding of Safeguarding and child protection requirements * Willingness to attend school training sessions. * A commitment to helping young pupils achieve, through education and learning. * An understanding of and a genuine commitment to Equal Opportunities | * Empathy with young people facing barriers to their learning |