



TEACHING ASSISTANT
Fixed term contract
Required from September 2024
Hours: 31 hr per week
Salary range: Grade D, point 3 (£20,812 FTE)

The successful candidate will:

- Be passionate about learning and believes in the potential of all children.
- Show empathy and understanding, adopting an attachment-based approach to managing behaviour.
- Have a positive attitude and be prepared to take initiative.
- Be hardworking, conscientious, creative and energetic.
- Have exceptional interpersonal skills.

Job purpose:

The aim of the Trust is to build a community of pro-social, emotionally competent, independent learners. The post holder's responsibilities are:

- To assist the class teacher in providing access to learning for all children;
- You will work under the direction of the class teacher to work with whole class, small groups or individual children;
- Where the post-holder is located in KS1 or KS2, the post-holder will be responsible for supporting children's learning in areas, both indoors and outdoors;

Job specification:

Under the direction of the class teacher you will:

- Under the direction of the class teacher, supervise and support children, ensuring their safety and access to learning;
- Ensure that the School's health, safety and behaviour policies are adhered to;
- Assist pupils individually or in small groups to understand and work through pre-defined learning Activities;
- Observe and document children's learning and contribute to the development of their learning stories and portfolios;
- Support, scaffold and extend children's learning through play;
- Provide routine clerical and other support to meet the delivery requirements of the School;
- Prepare and maintain pre-defined learning resources and work environment for specific learning activities to meet the needs of the pupils and the curriculum;
- Participate in meetings and team development activities to support the individual and team performances and development objectives;
- Monitor resource levels and ensure that the appropriate person is notified of stock levels;
- Ensure that resources are used appropriately to minimise waste;

- Observe and be aware of and report any pupil problems, progress and achievements to the class teacher to ensure that pupil records are accurately maintained;
- Gather and report information to and from parents as appropriate to meet the needs of the service delivery requirements;
- To undertake any other duties as requested by the Senior Leadership Team, these duties may change from time to time without changing their general character or level of responsibility.

THIS JOB DESCRIPTION reflects the major tasks to be carried out by the post holder and identifies a level of responsibility at which they will be required to work. In the interests of effective working, the major tasks may be reviewed from time to time to reflect changing needs and circumstances. Such reviews and any consequential changes will be carried out in consultation with the post holder. Ensure that reasonable care is taken at all times for the health, safety and welfare of yourself and other persons, and comply with policies and procedures relating to health and safety within the school. Demonstrate awareness/understanding of equal opportunities and other people's behavioural, physical, social and welfare needs. To carry out any other duties which fall within the broad spirit, scope and purpose of this job description.

All school based posts are defined as Regulated Activity and therefore this post is subject to an Enhanced with Barred List Criminal Records Bureau check.

Please have a look at the Person Specification below.

CATEGORY ITEM	ESSENTIAL	DESIRABLE
Experience	<ul style="list-style-type: none"> • Awareness of the curriculum, especially in regard to literacy and numeracy; • Good IT skills and familiar with relevant packages. 	<ul style="list-style-type: none"> • Basic knowledge of first-aid – you may be asked to attend first aid courses; • Previous experience of working with children of a similar age group, who have additional needs.
Education and Training	<ul style="list-style-type: none"> • Good general level of education to Grade C or above – literate and Numerate; • Have or willing to undertake a Childcare Qualification (Level 2 minimum). 	
Job Related Knowledge, Aptitude and Skills	<ul style="list-style-type: none"> • Able to work with children, supervise and teach them effectively in groups and respond to individual needs; • Good organisational skills; • Able to work with a wide range of people in a courteous and effective fashion. 	
Personal Qualities and Other Work Elements	<ul style="list-style-type: none"> • Able to listen, reflect, adapt and, as a result, grow; • Self-motivated and resilient; • The post-holder should be committed to working with children and families from diverse backgrounds and to working with them to promote positive health and social outcomes; • The post-holder should be committed to health and safety, and be willing to undertake training to enable the implementation of procedures for the welfare of pupils and staff; • The successful candidate will regularly move around during their normal working pattern, walking, standing, sitting and getting down to the children’s level; • You may be required to assist with moving PE equipment and outdoor equipment; • You may be required to work outside for periods of time in all weathers (FS2/Year 1); • You may, on rare occasions, be required to deal with toilet accidents and help to clean up children who have been ill. 	

