



**RAVENSDALE
PRIMARY SCHOOL**

Teaching Assistant

Grade 3, 15 hrs, Mon-Fri 11.45am – 2.45pm 39 weeks TTO

Wraparound Assistant (Raven Club)

Grade 2, 10 hrs, Mon-Fri 3pm – 5pm 39 weeks TTO

This is an exciting opportunity to work across both our classrooms and our wraparound provision.

Teaching Assistant

Main Duties and Responsibilities

- Supervise and support the teaching and learning activities primarily of individual children, but be able to work with groups as required, to facilitate progress and ensure safety
- Use appropriate skills to undertake those activities necessary to meet the needs of individuals and groups of children, including those pupils with special educational, physical or emotional needs.
- Monitor individual pupil's progress, achievements and development needs, reporting to the responsible teacher and SENDCo as appropriate.
- Use strategies in liaison with the teacher, to support pupils to achieve learning goals.
- Ensure that pupils are able to safely use equipment and materials provided.
- Be aware of and comply with policies and procedures relating to child protection, health and safety and security, confidentiality and data protection, reporting all concerns to an appropriate person.
- Participate in personal and professional development activities to meet the changing demands of the job and encourage and support other staff in their development and training.
- Attend and participate in relevant meetings and training as required.
- Assist with the supervision of pupils outside of lesson times including during lunchtime.
- Provide support for local and national learning strategies e.g. Literacy, Numeracy, KS2.
- Any other duties and responsibilities within the range of the salary grade
- Any reasonable request of the leaders in the school, commensurate with the grade of the role.

Wraparound Assistant

Main Duties and Responsibilities

- Assist the Raven Club Leader in creating a safe and stimulating environment in which children can develop their skills through a planned programme of activities.
- Recognise the individual needs of children and work with them in group or one-to-one activities, encouraging their personal and social development.
- Utilise skills and knowledge, to encourage children to participate in and gain confidence and experience through various activities.
- Maintain, as directed, accurate records and other necessary documents.
- Keep toys and equipment in a clean condition and in good repair, and keep areas in a clean and tidy condition.
- Prepare and clear away equipment and materials at the beginning and the end of each session.

- Support appropriate activities within the school, participate in meetings and undertake training as appropriate.
- Provide general care and welfare for the children, in a caring, kind and warm environment.
- Assist with preparation of food and snacks as required.
- Assist with collection of children from classrooms and collection by parents/nominated carers.
- Any other duties and responsibilities within the range of the salary grade

Person Specifications

Teaching Assistant 1:1 – Grade 3	
Knowledge	<ul style="list-style-type: none"> • Understanding of relevant codes of practice / legislation e.g. 'Keeping Children Safe in Education' • Working knowledge of National Curriculum and other relevant learning programmes and relevant guidance for working with children • A basic understanding of the principles of child development and learning processes and in particular, barriers to learning • A variety of behaviour management strategies • An understanding of the need for confidentiality and professional conduct
Skills and Abilities	<ul style="list-style-type: none"> • Ability to relate well to children and adults • Ability to work constructively and effectively as part of a team • Ability to utilise IT effectively to support and evidence learning • Ability to monitor, record and make basic assessments about individual progress and liaise with appropriate staff about this • Work constructively as part of a team, understanding classroom roles and responsibilities and your own position within these • Assist the children and work with the teacher in planning, evaluating and adjusting lessons/work plans as appropriate • Ability to self-evaluate learning needs of themselves and the children they work with • Effective organisational skills • Display work effectively, and make and maintain basic teaching resources • Commitment to equal opportunities and safeguarding and promoting the welfare of children and young people • Skills of empathy, listening, communication and responding with appropriate language to build rapport with children and parents/carers with a variety of ages, abilities and backgrounds • Demonstrate excellent interpersonal skills, including tolerance, patience and the ability to advocate • Commitment to working in partnership with parents, colleagues and professionals from Health, Education and Social Services • Ability to communicate in a clear and timely manner, contributing to record keeping and other paperwork

	<ul style="list-style-type: none"> Flexibility, approachability and able to be a supportive team member
Experience	Experience of working with children of relevant age or with general / specific special needs
Educational	<ul style="list-style-type: none"> Good Literacy and Numeracy skills equivalent to NVQ2 NVQ3 for Teaching Assistants or equivalent qualification or experience Evidence of ongoing training in relevant strategies e.g. in particular curriculum / learning area or pastoral support Although not essential it is desirable that the candidate holds an up to date First Aid certificate Additional relevant training for the post
<p>Ravensdale 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. The successful applicant's appointment will be subject to satisfactory Enhanced Disclosure from the Disclosure and Barring Service</p>	

Wraparound Assistant – Grade 2	
Knowledge	<ul style="list-style-type: none"> Some knowledge of how children play and its relevance to their development. An understanding of Equal Opportunities issues and their application to childcare. Knowledge and understanding of Safeguarding. Some knowledge of Health and Safety issues. An understanding of the needs of children. Some knowledge of suitable activities and play opportunities related to a child's age and ability.
Skills and Abilities	<ul style="list-style-type: none"> Able to follow instructions and accept guidance. Able to liaise and communicate effectively with children, parent/carers and other staff, receiving and explaining information. Able to present and interest children in appropriate activities. Capable of motivating children and developing their self-confidence. Able to assist children in new developments, intellectually, socially, physically and emotionally. Able to work within a team or under own initiative. Able to provide care and comfort to children, ensuring they feel secure. Ability to learn and change practice in appropriate ways.

Experience	Experience of working with children of relevant age (Paid or Voluntary)
Educational	<ul style="list-style-type: none">• Relevant qualifications desirable• First aid desirable
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