

COUNDON PRIMARY SCHOOL
Together Everyone Achieves More

JOB DESCRIPTION – LEVEL 3 TEACHING ASSISTANT

Job Purpose

To work as part of a team to:

- Promote high quality learning for all children.
- Provide care for and supervision of children.
- Foster and support children to participate in the full life of the school.
- Help children to become independent learners.
- Raise attainment.

Job Description

Teaching and Learning

- In liaison with the teacher, use strategies to support children to achieve their learning goals.
- Provide support for local and national guidance e.g. Literacy, Numeracy, Phonics.
- Support the use of ICT in learning activities and develop children's competence and independence in its use.
- Deliver daily RWI Phonics interventions and be part of the Reading Team.
- Establish constructive relationships with children providing feedback to them in relation to progress and achievement.
- Assist with the implementation of Individual Education Plans and programmes designed by other professionals such as educational psychologists and speech and language therapists.
- Support and contribute to the overall ethos, work and aims of the school.
- Assist with group activities within and away from the classroom and school, such as PE, swimming and educational visits.

Planning and Assessment

- Assist the teacher with the planning of learning activities in the classroom, preparing or modifying work for individuals or groups of children.
- Assist the teacher with the administration of assessment for and of learning.
- Assist the teacher in liaising with other professionals and reporting information to and from parents/carers.
- Contribute to meetings to discuss a specific child's progress as appropriate.

Resource Management

- Prepare and maintain equipment and teaching resources for lessons and activities making effective use of other support staff in school, e.g. The Resource Manager

- Prepare/clear classroom as directed before and after lessons, including the preparation of visual aids, and the display and presentation of children's work.

Care and Guidance

- Undertake supervision and behaviour management of children following the procedures of the school. Provide detailed and regular feedback as appropriate.
- Promote children's independence in learning, social and mobility skills.
- Reinforce the children's self esteem through praise and encouragement.
- Ensure that children 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.
- Assist with the supervision of pupils outside of lesson times, including before and after school and during lunchtime.
- Assist at an appropriate level and within the school's protocols, with the provision of general care and welfare of pupils which may include:
 - assisting with children's injuries and, where appropriately qualified, administering first aid;
 - assisting with the administering of medicines in accordance with the school Administration of Medicine Policy.
 - assisting with the identification and monitoring of children's general health and welfare.
 - Intimate care needs.
 - School Trips: Where teaching support staff are requested to support trips which extend their normal working hours they will be allowed to take time off in lieu, these times will be arranged in agreement with the teacher. If support staff have requested to go on the trip, normal hours only will be paid.

Covering classes

- At times Higher level teaching assistants will cover classes, in agreement with HLTAs and Leadership team. On these occasions a TA should be released from another class where there is a teacher, for the purposes of supporting the HLTA.

Continuing Professional Development

- 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 as required.
- Assist the teacher in supporting volunteer helpers or students in the classroom.

All employees

All duties and responsibilities must be carried out with due regard to the City Council's Health and Safety Policy and must comply with the Coundon Primary Health and Safety Policy and in particular is required:

- To take reasonable care for their own health and safety at work and of those who would be affected by their actions or by their omissions.
- To co-operate with the Leadership Team or their line manager, to work safely, to comply with health and safety instructions and inform and undertake appropriate health and safety training as required.
- Not to intentionally or recklessly interfere with or misuse anything provided in the interests of health, safety and welfare.
- To report to their manager any health and safety concerns, hazardous conditions or defect in the health and safety arrangements.

The post holder must comply with procedures of the Coundon Primary Safeguarding Policy and in particular is required:

- To ensure they are aware of the signs that may suggest a child is being abused or neglected.
- To report immediately to the Leadership Team or their manager, any concerns they may have that may suggest that a child may be being abused or neglected.

Post holders will be accountable for carrying out all duties and responsibilities with due regard to the Coundon School and City Council's Equal Opportunity Policies.

Duties, which include the processing of any personal data, must be undertaken within the Coundon School and corporate Data Protection Guidelines (Data Protection Act 1998).

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PERSON SPECIFICATION – TEACHING ASSISTANT

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| Knowledge | <ul style="list-style-type: none">• Understanding of relevant codes of practice and legislation, Every Child Matters.• Basic understanding of child development and how children learn.• Training in relevant teaching and learning strategies. |
| Skills and Abilities | <p>The ability to:</p> <ul style="list-style-type: none">• Relate well to children and adults.• Work effectively as part of a team.• Show behavior management as a strength• Use ICT and other equipment effectively, e.g. video, photocopier.• Evaluate own learning needs. |
| Experience | <ul style="list-style-type: none">• Experience of working with children, preferably in an educational setting.• Experience of working as part of a team. |
| Educational | <ul style="list-style-type: none">• Good literacy and numeracy skills.• NVQ 3 for Teaching Assistants or equivalent qualifications and experience. |