


# HOLLYFAST PRIMARY SCHOOL

## TEACHING ASSISTANT



	<p><b>Location:</b> Hollyfast Primary School</p> <p><b>Post:</b> Teaching Assistant</p> <p><b>Grade:</b> Grade 3 Spine point 4-7 (Depending on Experience)</p> <p><b>Responsibility for:</b></p> <p><b>Directorate:</b> People</p> <p><b>Service:</b> Primary Schools</p> <p><b>Time:</b> 8.15-3.45 (half an hour lunch) 35 hours per week</p> <p><b>Start date:</b> September 2025</p> <p><b>Closing date:</b> 29<sup>th</sup> June 2025</p> <p><b>Interviews:</b> 2<sup>nd</sup> July 2025</p>
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#### Responsible to Head Teacher

- To be responsible to the Head Teacher and the Governing Body as an effective member of the school's staff team.
- To support the school in its development and education process by providing care and supervision to all children, including those who have special, physical, emotional and educational needs
- To support children's learning activities
- To help keep children safe
- Promote positive behaviour
- Develop and promote positive relationships
- Support the development and effectiveness

#### Our School

Thank you for taking the time to read through our Job Description for a new Teaching Assistant. We are a three-form entry primary school, based in the area of Coundon, Coventry. Due to an increasing demand for places, and a very positive reputation within the local area, the school has continued to grow in size. Being one of the largest schools in Coventry, we have a great opportunity to be an integral part of the local community. Although big in size and numbers, Hollyfast has a real family feel. We perceive this to be one of our strengths. Staff and children feel a sense of belonging and are extremely supportive of each other.

Mr Watson joined the school in January 2022 and has built a new team around him who all share the same values and passion for driving the school forward to encourage the children to "Aim High, Grow within and Reach beyond the stars".

In a recent Ofsted Inspection, the school was rated as good, with inspectors noting that "Every day, happy pupils thrive, surrounded by love and care" and "staff feel that the school is well-led and managed. They value the support provided to them for their emotional well-being by caring leaders and dedicated governors".



#### The Post – Teaching Assistant

- To support children's learning activities.
- To help to keep children safe.
- Promote positive behaviour.
- Develop and promote positive relationships.
- Support the development and effectiveness of work teams.
- Reflect on and develop practice.
- Maintain confidentiality at all times.

#### Main Duties and Responsibilities

##### Support for pupils

- Support the safeguarding of pupils and to know and work within the Safeguarding practices within the School.
- Prepare and maintain safe learning environments including setting out, preparing materials for planned learning activities as well as maintaining the learning environment and resources during and between sessions.

- Deal with accidents, emergencies and illness. (first aid training)
- Contribute to the inclusion of children with disabilities or special educational needs
- Help children with disabilities or special educational needs to participate in the full range of activities and experiences.
- Promote positive behaviour.
- Support learning activities through engagement with the teacher and promote independent learning.
- Develop and promote positive relationships.
- Assist at an appropriate level and within the school's protocols, with the provision of general care and welfare of pupils which may include:
  - Assistance with the personal hygiene routines, e.g. toilet training, changing of incontinent children, dressing and undressing;
  - The changing of soiled clothing and its disposal in an appropriate way;
  - Assisting with children's injuries and, where appropriately qualified, administering first aid;
  - Assist with the administering of medicines under the direction of the appropriate medical staff;
  - Assist with the identification and monitoring of children's general health and welfare
  - 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
- Cover half an hour lunch break with children.

#### **Support for Teachers and other Staff Team Members.**

- Contribute to the planning and evaluation of teaching and learning activities.
- Plan, deliver and evaluate teaching and learning activities under the direction of a teacher.
- Observe and promote pupil performance and development.
- Contribute to the assessment of learning as agreed with the teacher to promote pupils learning and including observation, oral feedback to pupils, evaluative notes on planning or assessment tasks and maintaining pupil records.
- Support children and families through home visiting alongside the teacher as directed.

#### **Support for the School**

- Contribute to self- evaluation practices within school.
- Develop and maintain working relationships with other practitioners.
- Participate in CPD opportunities.
- Reflect on and develop your own practice.
- Play an active role in the Health and Safety procedures and safeguarding policy.
- Act upon the risk assessment procedures that are in place to support all learners.

#### **Professional responsibility**

- Undertake an annual review to discuss achievements in line with the job description and identify any training needs.
- Undertake any necessary training to ensure an up to date working knowledge of the support for teaching and learning.
- Attend relevant training courses to update knowledge and extend understanding within particular areas.
- To comply with the School's Professional Code of Conduct as part of the terms and conditions of employment and it is the responsibility of the employee to read the Code and all employees are responsible for their own actions.
- All duties and responsibilities must be carried out with due regard to the City Council's Health and Safety Policy.
- Post holders will be accountable for carrying out all duties and responsibilities with due regard to the City Council's Equal Opportunities Policy.
- Duties which include processing of any personal data must be undertaken within the corporate data protection guidelines.
- Any other duties and responsibilities within the range and salary grade.

**Our school is committed to safeguarding children and promoting children's welfare. This post is subject to all the relevant pre-employment checks set out in Keeping Children Safe in Education, including an enhanced DBS certificate with a barred list check.**

The post holder must comply with Coventry City Council's 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 may be affected by their actions or by their omissions
- To co-operate with their line manager and senior management, to work safely, to comply with health and safety instructions and information 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 condition or defect in the health and safety arrangements.

**Any further Health and Safety responsibilities relevant to this post will be set out in the offer letter and Written Statement of Particulars**

The post holder must comply with the Interagency procedures of the Safeguarding Boards and Coventry City Council's policies for safeguarding children and safeguarding adults and in particular is required:-

- To ensure they are aware of the signs that may suggest a child or vulnerable adult is being abused or neglected
- To report to their Head Teacher, or other appropriate manager, any concerns they may have that suggest that a child or vulnerable adult may be being abused or neglected immediately

This post is exempted under the Rehabilitation of Offenders Act 1974 and as such appointment to this post will be conditional upon the receipt of a satisfactory response to a check of police records via Disclosure and Barring Service (DBS).

**Any further Safeguarding Board responsibilities relevant to this post will be set out in the offer letter and Written Statement of Particulars**

Post holders will be accountable for carrying out all duties and responsibilities with due regard to the City Council's Equal Opportunities Policy.

Duties which include processing of any personal data must be undertaken within the corporate data protection guidelines.

**Responsible to:** Head Teacher

**Date Reviewed:** 04.10.2023

**Updated:**

