



## **Teaching Assistant**

### **Grade 3 30 hrs, Mon-Fri 8.30am – 4.00pm**

### **39 weeks TTO**

#### **Job Purpose**

To support the classroom teacher in delivering high quality teaching, learning and care for all children.

#### **Duties and Responsibilities**

Under the direction of the classroom teacher or designated supervisor:

- Supervise and support the teaching and learning activities of individuals or groups of children 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 as appropriate.
- Use appropriate skills when actively engaged in pre-determined educational activities and work programmes to encourage the intellectual and social development of pupils.
- Assist the teacher in the development and implementation of Individual Provision Plans and Personal Care Programmes for individuals and groups of children.
- To maintain a positive, clean, tidy and purposeful environment.
- Any reasonable request of the leaders in the school, commensurate with the grade of the role.
- Assist the teacher with the planning of learning activities in the classroom, preparing or modifying work for individuals or group of pupils as directed.
- Use strategies in liaison with the teacher, to support pupils to achieve learning goals.
- Establish constructive relationships with pupils providing feedback to them in relation to progress and achievement as directed.
- Prepare and maintain equipment and teaching resources for lessons and activities including the control of stock within the classroom.
- Undertake supervision and discipline of pupils within the procedures of the school, providing detailed and regular feedback as appropriate.
- Promote pupil independence, reinforcing the pupil's self esteem through praise and encourage, setting challenging and demanding expectations and promote self-esteem and independence.

- Ensure that pupils are able to safely use equipment and materials provided.
- Provide support for local and national learning strategies e.g. Literacy, Numeracy, KS2, Early Years.
- Assist with the implementation of programmes designed by other professionals such as educational psychologists and speech and language therapists.
- Assist the teacher in liaising with other professional staff and reporting information from/to parents/carers, contributing to meetings to discuss a specific child's progress as appropriate.
- Assist the teacher with the administration of assessments.
- Support the use of ICT in learning activities and develop pupils' competence and independence in its use.
- Prepare/clear classroom as directed before and after lessons, including the preparation of visual aids, and the display and presentation of pupil's work.
- Provide support to the classroom teacher by undertaking photocopying, filing, recording and collecting monies as directed.
- 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 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;
  - Assisting with the administering of medicines under the direction of the appropriate medical staff;
  - Assisting 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.
- Support and contribute to the overall ethos/work/aims of the school.
- Assist with the supervision of pupils outside of lesson times, including before and after school and during lunchtime.
- Assist with group activities within and away from the classroom/school, such as PE, swimming, educational visits.
- 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.
- Any other duties and responsibilities within the range of the salary grade
- NVQ 2 or 3 for Teaching Assistants or equivalent qualifications

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.

## Person Specification

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

Educational	<ul style="list-style-type: none"> <li>• Good Literacy and Numeracy skills equivalent to NVQ2</li> <li>• NVQ3 for Teaching Assistants or equivalent qualification or experience</li> <li>• Evidence of ongoing training in relevant strategies e.g. in particular curriculum / learning area or pastoral support</li> <li>• Although not essential it is desirable that the candidate holds an up to date First Aid certificate</li> <li>• Additional relevant training for the post</li> </ul>
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