



## **Henley Green Primary School** ***'It's our place to shine'***

### **Job Purpose**

To work as part of a team to:

- Promote high quality learning for all children.
- Provide care 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.

### **Professional Attributes**

- Have high expectations of children with a commitment to helping them fulfil their potential.
- Establish fair, respectful, trusting, supportive and constructive relationships with children and young people.
- Demonstrate the positive values, attitudes and behaviour we expect from children.
- Communicate effectively and sensitively with children, colleagues, parents and carers.
- Recognise and respect the contribution that parents and carers can make to the development and wellbeing of children.
- Demonstrate a commitment to collaborative and cooperative working with colleagues.
- Improve your own knowledge and practice (e.g. responding to advice and feedback).

### **Professional Knowledge and Understanding**

- Understand the key factors that affect children and young people's learning and progress.
- Know how to contribute to effective personalised provision by taking practical account of diversity.
- Have sufficient understanding of their area(s) of expertise to support the development, learning and progress of children.
- Understand the objectives, content and intended outcomes for the learning activities in which they are involved.
- Know how to support learners in accessing the curriculum in accordance with the special educational needs (SEN) code of practice and disabilities legislation.
- Know how other frameworks, that support the development and well-being of children and young people, impact upon their practice.

### **Planning and Expectations**

- Use their area(s) of expertise to contribute to the planning and preparation of learning activities.
- Plan how they will support the inclusion of the children and young people in the learning activities.
- Contribute to the selection and preparation of resources suitable for children and young people's interests and abilities.

### **Teaching and Learning Activities**

- Use effective strategies to promote positive behavior.
- Advance learning, when working with individuals and small groups.
- Organise and manage learning activities in ways which keep learners safe.

### **Monitoring and Assessment**

- Monitor learners' responses to activities and modify approaches accordingly.
- Monitor learners' progress in order to provide focused support and feedback.
- Support the evaluation of learners' progress using a range of assessment techniques.
- Contribute to maintaining and analysing records of learners' progress.



Coventry City Council

## Person Specification

<b>Job Title:</b>	Teaching Assistant	<b>Job Number:</b>	
<b>Directorate:</b>	Children, Learning and Young People	<b>Post Number:</b>	
<b>Service:</b>	Services for Schools	<b>Grade:</b>	Grade 3
<b>Location:</b>	Henley Green Primary School		

	<b>Job Requirements</b>
<b>Knowledge:</b>	<ul style="list-style-type: none"><li>• Understanding of relevant codes of practice and legislation.</li><li>• Experience and understanding of child development and learning.</li><li>• Training in relevant learning strategies</li><li>• (Desirable not essential) Knowledge of RWI</li></ul>

<b>Skills and Abilities:</b>	<ul style="list-style-type: none"><li>• Able to effectively use IT and use of other equipment</li><li>• Ability to relate well to children and adults.</li><li>• Able to work constructively as part of a team.</li><li>• Ability to self evaluate learning needs.</li></ul>
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<b>Experience:</b>	Experience of working with children of relevant age or with specific special needs.
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<b>Educational:</b>	<ul style="list-style-type: none"><li>• Excellent literacy and numeracy skills</li></ul>
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<b>Special Requirements:</b>	<ul style="list-style-type: none"><li>• This post is exempt from the provisions of the Rehabilitation of Offenders Act 1974. A Criminal Record Disclosure will be required prior to appointment.</li><li>• This school is committed to safeguarding and promoting the welfare of children and young people and expects all staff and volunteers to share this commitment.</li></ul>
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