



Potters Green School
nurturing bright futures



Job Description & Person Specification

Grade 3 Teaching Assistant

(Updated January 2021)

RESPECT

Being honest and valuing ourselves, other people and property by showing kindness in the way we treat others.

RESILIENCE

Managing our feelings by coping and bouncing back after experiencing new challenges or different/difficult situations

RESPONSIBILITY

Taking personal responsibility for our learning and actions, behaving sensibly and making good choices.

Job Description Grade 3 Teaching Assistant

Duties and Responsibilities

1. Assist teaching staff as required, including helping individual children and groups with the full range of curriculum activities and use of information technology as appropriate.
2. Liaise with teachers and other staff at the school to obtain, exchange and record information on individual children.
3. Prepare, display and mount work, set out equipment / materials under the direction of the class teachers.
4. Make and maintain teaching aids and equipment.
5. In collaboration with class teachers, ensure classrooms and other teaching areas are kept in a tidy state and that materials are stored correctly.
6. Provide physical AND INTIMATE care and attention for personal needs, including care of children who are sick.
7. Assist with tasks in respect of classroom activities and general duties as required, including photocopying and filing.
8. Assist Class Teachers in supporting volunteer helpers and students in the classroom.
9. Assist Class Teachers in preparing and supervising outings and visits and, if required, helping to prepare for school functions, such as outings, summer fairs and open evenings.
10. To participate in meetings or training as appropriate.
11. To work flexibly alongside other staff.
12. And such duties as are within the scope and the spirit of the job purpose, the title of the post and its grading.
13. To be first aid trained and undertake first aid duties as necessary.

14. Assist supply staff with the daily classroom routine as determined by the Class Teacher.

- 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 cooperate 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 the 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 manager, or other appropriate manager, any concerns they may have that suggest that a child or vulnerable adult may be being abused or neglected immediately.
 - 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.
- You are required to carry out such particular duties as the Head Teacher may reasonably direct from time to time.

SAFEGARDING STATEMENT

Potters Green School is committed to safeguarding and promoting the welfare of children and young people and expects all staff and volunteers to share in this commitment.

Therefore, all staff have a responsibility for promoting and safeguarding the welfare of children they are responsible for or come into contact with.

Person Specification

Knowledge

- An understanding of good quality childcare.
- Knowledge of a range of activities to promote social/emotional and intellectual development of school aged children.
- A commitment to and an understanding of Equal Opportunities issues and their application to childcare.
- An understanding of the Children's Act and Guidelines.
- An awareness of Child Protection.
- Knowledge of relevant Health and Safety issues.
- An understanding of the boundaries of confidentiality.

Skills and Abilities

- Be sensitive to the needs of all children, recognising particular needs with regard to gender, ethnic origin and disability.
- Be capable of motivating children and developing their self confidence.
- Be able to provide stimulating activities for school aged children.
- Assist children in new development, intellectually, socially, physically, emotionally.
- Provide care and comfort to children, ensuring that they feel secure.
- Ability to be able to communicate effectively at all levels and when receiving information from and explaining information to others.
- Good Literacy and Numeracy skills
- Ability to handle situations calmly and effectively.
- Working within a team or by own initiative.
- To follow instructions and accept guidance.
- Be capable of using judgement and common sense.
- Be able to learn and change practice in appropriate ways
- Willing to undertake further training
- Ability to undertake patterns of work as determined by school.
- Be punctual and fulfil duties in a responsible manner.

Experience

- Experience of working with other school aged children.
- Experience of working with other professionals.

Educational

- Minimum qualification NVQ level 3 or equivalent