

Job Description

Post : Advanced Teaching Assistant, Early Years

JOB PURPOSE:

Promote effective learning, appropriate achievement and educational, social and personal progress of all pupils for whom the teaching assistant is designated as being responsible, consistent with the aims of the school and the unique needs of each individual.

KEY RESPONSIBILITIES:

- 1. Develop and maintain an up-to-date knowledge and understanding of the areas of teaching and pupil support for which post-holder is responsible**
- 2. Plan work alongside the class teacher to meet the learning needs of groups or individual pupils in a consistent and effective way**
- 3. Use appropriate strategies to motivate pupils and enable each to progress**
- 4. Support the class teacher in maintaining the progress of pupils for whom the postholder is responsible**

Participate fully in professional development activities to develop practice further, sharing the learning from these as appropriate

- 6. Make an active contribution to the policies and aspirations of the school**

To fulfil all of the requirements and duties set out in the current Pay and Conditions Documents relating to the conditions of employment of teaching assistants.

To fulfil all of the responsibilities and duties required by the School's policies on teaching and learning.

To achieve any performance criteria or targets arising from the School's Performance Management arrangements

Teaching Assistant Duties

- To work alongside under the guidance of the class teacher and undertake all reasonable tasks.
- To demonstrate high expectations, respect and commitment to children.
- To communicate sensitively and effectively with parents and carers.
- To be aware of statutory frameworks i.e. responsibilities under the SEN Code of Practice, Safeguarding and Child Protection.
- To be responsible to the Headteacher through the management structure of the school.
- To demonstrate high motivation and responsibility for professional development and attend all staff meetings and INSET days.
- To treat as confidential all that is discussed in staff meetings, INSET sessions or personal interviews with the Head teacher.
- To be aware of and implement your Health and Safety responsibilities as an employee.
- To ensure good quality resources are used effectively and safely.
- To participate in arrangements for Performance management.
- To actively participate in class trips outside of the classroom as required.
- Undertake playground / break / dining hall duties as required.
- To carry out tasks associated with pupil's personal hygiene and welfare, including personal intimate care, physical and medical needs, whilst encouraging independence.
- Assist with maintaining a tidy and organised school and assist with 'touch point' cleaning as a prevention against COVID and other infections.

Person Specification

Attributes	Essential	Desirable
PHYSICAL	<ul style="list-style-type: none"> ▪ Good health, stamina, energy ▪ Articulate 	
QUALIFICATIONS	<ul style="list-style-type: none"> ▪ GCSE Maths and English grade C or equivalent ▪ Minimum level 3, see attached list of DfE approved qualifications (or be working towards such a qualification to be finished by August 2023). 	
EXPERIENCE	<ul style="list-style-type: none"> ▪ Recent teaching assistant experience in a Primary School 	<ul style="list-style-type: none"> ▪ Contributing to Extended Schools activities
TRAINING	<ul style="list-style-type: none"> ▪ Commitment to attend appropriate INSET 	<ul style="list-style-type: none"> ▪ Recent Child Protection/safeguarding training
CIRCUMSTANCES - PERSONAL	<ul style="list-style-type: none"> ▪ Flexibility of circumstances should allow attendance if INSET days 	
DISPOSITION ADJUSTMENT ATTITUDE	<ul style="list-style-type: none"> ▪ Dependable and committed to high quality teaching, learning and improvement ▪ Flexible and creative ▪ Open-minded, energetic, enthusiastic and ability to inspire confidence ▪ Team player and good sense of humour ▪ Positive attitude towards pupils and parents ▪ Commitment to education beyond the classroom ▪ Commitment to safeguarding the welfare of all pupils 	
PRACTICAL /INTELLECTUAL SKILLS	<ul style="list-style-type: none"> ▪ Excellent personal organisational skills ▪ Excellent interpersonal skills ▪ Committed to equal opportunities for all ▪ Commitment to positive code of behaviour ▪ Self-reliant and motivated 	