

## **Job Description**

£16168 - £16876

**Job title: Teaching Assistant (maternity cover)**

**Responsible to: Class teacher and Senior Leadership team**

**Main Purpose of the Job: To support the classroom teacher with their responsibility for the development and education of all pupils.**

**To assist in development of pupils' learning, the provision of care and the management of pupils' behaviour under the direction of teaching staff/senior colleagues.**

### **Support for the Pupils**

1. Attend to the pupils' personal needs, and implement related personal programmes, including social, health, physical, hygiene, first aid and welfare matters.
2. Supervise and support pupils' ensuring their safety and access to learning, by encouraging their participation in learning tasks and activities.
3. Establish good relationships with pupils, acting as a role model and being aware of and responding appropriately to individual needs.
4. Promote the inclusion and acceptance of all pupils.
5. Encourage pupils to interact with others and engage in activities led by the teacher.
6. Encourage pupils to act independently as appropriate.
7. Support pupils with changing for PE and if child has wet or soiled themselves.
8. Frequently supervise children on activities without a teacher present including outdoor activities.
9. Observe and assess children's development and progress using learning goals relevant to Key Stage.
10. Act as a key worker for a group of children if required.
11. Work with pupils on a 1:1 when required.

### **Support for the Teacher**

1. Prepare classroom as directed for lessons and clear up afterwards, encouraging children to help
2. Assist in preparation and display of pupils' work.
3. Be responsible for groups of pupils.
4. Assist in sanitising areas in the classroom that may need cleaning.
5. Organise materials and equipment for use within the classroom.
6. Be aware of pupil problems/progress/achievements and report to the teacher as agreed.
7. Keep accurate records of observation, assessment and development of children and update observations and learning journals.
8. Support the teacher in managing pupil behaviour, reporting difficulties as appropriate.
9. Gather/report information from/to parents/carers as directed.
10. Sharing responsibility for display areas.
11. Contributing to curriculum development, ensuring a stimulating environment
12. Taking responsibility for implementing specific pre-planned activities.
13. Support teaching/senior staff with routine administration e.g. photocopying, typing, filing etc.
14. Attending weekly staff and planning meetings and stay at school until tasks are complete.

### **Support for the Curriculum**

1. Support pupils to understand instructions.
2. Support pupils in respect of local and national learning strategies e.g. literacy, numeracy, early years, as directed by the teacher.
3. Support pupils in using basic ICT as directed.
4. Prepare and maintain equipment/resources as directed by the teacher and assist pupils in their use.
5. Change reading books.

### **General tasks**

1. Be aware of and comply with policies and procedures relating to Child protection, health, safety and security, confidentiality and data protection, reporting all concerns to an appropriate person.
2. Contribute to the overall ethos/work/aims of the school.
3. To undertake playground supervisory duties directed by Headteacher and senior teachers.
4. To supervise children if class teacher has to leave the area.
5. Attend and participate in relevant meetings as required.
6. To assist in meeting the physical care needs of pupils as required.

### **Lunchtime duties**

1. Supervise whilst the children are eating.
2. Support children to clear the area when they have finished eating. Clean table if necessary.
3. Supervise the children in the playground during the stated lunchtime period, and organise games to ensure they use their lunchtime period purposefully.
4. Have due regard to everyone's safety at all times.

### **Support for the School**

1. Be aware of and comply with policies and procedures relating to child protection, health, safety and security, confidentiality and data protection, reporting all concerns to an appropriate person.
2. Be aware of and support differentiation to ensure all pupils have equal access to opportunities to learn and develop.
3. Contribute to the overall ethos/work/aims of the school.
4. Appreciate and support the role of other professionals.
5. Attend relevant meetings as required.
6. Participate in training and other learning activities and performance development as required.

7. Assist with the organisation of school medical arrangements, e.g. dental inspections, nurse visits.
8. Supervision of pupils out of lesson times, including before and after school and at lunchtimes.
9. Attend first aid training and carryout basic first aid when required.
10. Accompany teaching staff and pupils on educational visits, trips and out of school activities as required.
11. Assist with the preparation and presentation of special events, e.g. School Concerts, Plays, Parents / Carers evenings.
12. To carry out any other reasonable duties and responsibilities within the overall function and the levels of responsibilities of the post.

You are required to perform any such tasks or duties that may be reasonably assigned to you by the Headteacher to ensure the smooth running of the school

**Note:** This job description is not exhaustive and will be subject to periodic review. It may be amended to meet the changing needs of the school.

**This School is committed to safeguarding and protecting the welfare of all children and young people and expects all staff and volunteers to share this commitment.**

Closing date for application 30<sup>th</sup> September 2024

This is a maternity position in the first instance.

## **Job : Higher Level Teaching Assistant**

**Salary:** £20k - £22k depending on experience

**The HLTA role has a similar job description as a TA with additional duties as listed below.**

### **Purpose**

To work under the instruction and guidance of teaching staff, to implement agreed programmes of work with individuals/groups, in or out of the classroom. To undertake short-term cover in the absence of the teacher and to cover for planned PPA time.

### **Key Accountabilities**

- Supporting the Pupil
- Supporting the Curriculum
- Supporting Teaching and Learning
- Supporting the School

### **Key Responsibilities**

#### **Supporting the Pupil:**

1. To plan, deliver and implement work programmes to individuals, groups and classes of pupils under the direction and supervision of the teacher, enabling them to achieve maximum access and participation in the National Curriculum.
2. To establish constructive working relationships with pupils, setting high expectations and acting as a positive role model.
3. To provide learning support for pupils, to help them learn effectively as individuals, in groups or whole class situations
4. To promote the inclusion and acceptance of all pupils within the classroom.
5. To encourage pupils to interact and work co-operatively with others.
6. To promote independence, confidence and self-esteem.
7. To provide feedback to pupils in relation to progress and achievement.

#### **Supporting the Curriculum:**

1. Deliver learning activities to pupils within agreed system of supervision, adjusting activities according to pupil responses/needs.
2. Use ICT effectively to support learning activities and develop pupils' competence and independence in its use.
3. Select and prepare resources necessary to lead learning activities, taking account of pupils' interests and language and cultural backgrounds
4. To be responsible for the management of stock levels and regular audit of resources linked to key subject covered through PPA and also interventions.

#### **Supporting Teaching and Learning:**

1. To cover for teacher's PPA time, including lesson planning (subject determined by SLT), delivery and marking ensuring accurate recording of achievements and progress.
2. To undertake short-term cover in the absence of the teacher.
3. When not covering PPA or delivering interventions, to work under the direction of the teacher and to be involved in the planning, monitoring and evaluation of pupil learning.
4. To assist, with the class teacher (and other professionals as appropriate), in the development of suitable programmes of support (Individual support plans).
5. To contribute to the maintenance of pupils' progress records.
6. To participate in the evaluation of the support programme.
7. To provide regular feedback about the pupils to the teacher.
8. To assist in maximising the use of ICT in the learning process under the direction of the class teacher.

9. Establish and implement clear policies and practices for assessing, recording and reporting on pupil achievement in line with school policy.
10. Support and guide colleagues to select the most appropriate learning methods and resources to meet the needs of the learners.

### **Supporting the School**

1. To be aware of, and comply with all school policies and procedures e.g. child protection, health, safety and security, confidentiality and data protection etc. Report all concerns to an appropriate person.
2. To contribute to the overall vision/ethos/work/aims of the school.
3. To establish constructive relationships and communicate with other agencies/professionals, in liaison with the teacher, to support achievement and progress of pupils.
4. To contribute to reviews of pupils' progress, as appropriate.
5. To attend all relevant in-service training.
6. To undertake out of school learning activities as required e.g. school visits, swimming lessons etc.
7. To carry out break duty supervision in accordance with the rota.
8. To carry out tasks as required to support the smooth and efficient running of the classroom and school.
9. To carry out any other tasks as reasonably directed by the Head Teacher.

**Person Specification**  
**TA / LSA**

		Essential	Desirable
<b>A: Commitment to Vision</b>	1. Shares the founding vision and ethos for Yavneh Primary School	X	
<b>B: Experience</b>	2. Current or recent experience of working within the Early Years Foundation Stage, KS1 or KS2		X
<b>C: Qualifications</b>	3. Holds or working towards NVQ level 2 or 3 in childcare and Education or equivalent qualification or experience 4. Good Numeracy/Literacy skills 5. Training in relevant learning strategies 6. First aid training	X X	X  X
<b>D: Teaching &amp; Learning</b>	7. Provide high quality teaching and learning support to meet the needs of all pupils	X	
<b>E: Skills</b>	8. Has excellent communication skills (including written, oral and presentation) 9. Fluent in English 10. Ability to use own initiative and work as a member of a team. 11. Competent in ICT	X X X	   X
<b>F: Knowledge</b>	12. Understanding of principles of child development and learning 13. Full working knowledge of relevant policies/codes of practice and awareness of relevant legislation 14. Has up to date knowledge of relevant legislation and guidance in relation to working with, and the protection of, children and young carers 15. Has knowledge of teaching phonics 16. Awareness of current curriculum issues and educational developments	X  X  X	 X   X
<b>G: Personal Attributes</b>	17. Ability to relate well to children and adults 18. Work constructively as part of a team, understanding classroom roles and responsibilities and your own position within these. 19. Able to deal sensitively with people and achieve positive outcomes. 20. Ability to self-evaluate learning needs and actively seek learning opportunities 21. Enquiring, independent thinker 22. Approachable, honest, reliable, resilient; has presence and is highly visible to students, parents/carers and the wider community	X X  X X X X	