



We Believe We Respect We Belong We are Coaley



Coaley C of E Primary Academy

Job Description: EYFS/KS1 Teaching Assistant

- High aspirations underpin the vision of our whole school community.
- We are totally committed to continuous improvement.
- Mutual respect is at the heart of our values and is reflected in all relationships within our school.
- We are determined that every child should feel safe and valued, fulfilling their potential, and that no child should be left behind.

Employment Details

Job Title:	Teaching Assistant
Department:	EYFS/KS1
Reports to (Job Title):	Class Teacher
Staff Responsibilities (Job Title):	Delivering planning, support and advice to aid the teaching and learning of pupils
Hours of Work	25 hours per week, term time only to include inset days
Level and Scale Point:	Grade 3 (pts 4-6: £18,426 - £19,171 pro-rata) FIXED TERM
Job Purpose: <ul style="list-style-type: none">• Play a key role in the continued development of an individual child, working closely with the class teacher and the Special Educational Needs Coordinator (SENCO).• Work with parents, key agencies and the child to ensure effective inclusion.• Feedback on most effective learning styles and teaching approaches, behaviour management, classroom strategies, resources and assessments so that all staff can ensure a consistent approach to learning.• Keep up-to-date with national strategies for supporting pupils with emotional and communication needs.	

Main Duties/Responsibilities

Responsibility: <ul style="list-style-type: none">• Comply with the policies and procedures relating to safeguarding, child protection, health, safety and security, SEN/inclusion and data protection, reporting all concerns to the designated safeguarding lead• Contribute to the overall ethos, aims and work of the school• Set a good example in terms of dress, punctuality and attendance• Attend TA meetings• Attend and participate in meetings and in-service training activities as required• Provide support for pupils inside and outside the classroom to enable them to access learning.• To support the teacher in adapting resources to make them accessible for pupils• To undertake routine feedback in line with school policy• To deliver specific targeted intervention programmes to meet the needs of the individual pupils as directed by the class teacher• To work collaboratively with other professionals, such as educational psychologists, Advisory Teaching Service and other TAs as part of a professional team as necessary• To accompany teaching staff and pupils on visits and out of school activities as required within contracted hours and to take responsibility for pupils under the supervision of the teacher• To assist with carrying out risk assessments for activities undertaken by pupils; ensuring their safety and wellbeing
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- Administrative duties
- Prepare and present displays of pupils' work
- Support class teachers in photocopying and other tasks to support teaching
- Prepare and maintain visual timetables for the individual pupils
- Maintain a communication system, as required, with the parents/carers, under the direction of the class teacher

Personal Specification

	Essential	Desirable	Evidence
Qualifications & Training	<ul style="list-style-type: none">• Evidence of good Maths & English skills (or by test).	<ul style="list-style-type: none">• NVQ Level 2 Supporting Teaching and Learning in Schools or equivalent	<ul style="list-style-type: none">• Certification.
Experience	<ul style="list-style-type: none">• Classroom experience of working with children, including those with SEND, in either a paid or voluntary capacity.	<ul style="list-style-type: none">• Classroom experience of the National Curriculum in either a paid or voluntary capacity.• Experience of working with children with communication difficulties	<ul style="list-style-type: none">• Application form/letter.
Skills & Knowledge	<ul style="list-style-type: none">• Knowledge and understanding of a broad and balanced curriculum.• Ability to work to the teacher's instructions.• Ability to liaise with parents and families• Commitment to providing high quality childcare.	<ul style="list-style-type: none">• Knowledge of SEND and the support requirements.• Knowledge of difficulties experienced by children with communication difficulties• Able to work as part of a team.• Ability to manage challenging behaviour.	<ul style="list-style-type: none">• Assessment at interview.
Personal Qualities	<ul style="list-style-type: none">• Strong organisational skills.• Excellent communication and interpersonal skills.• Excellent time management skills.• Calm in manner, approachable and flexible.• Commitment to equal opportunities and inclusion.• Willingness to learn and self-develop.• Patience and the ability to remain calm in challenging situations.• Empathetic.• Able to deal with sensitive information in a confidential manner.	<ul style="list-style-type: none">• Flexibility	<ul style="list-style-type: none">• Assessment at interview.



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Prepared by

Name:	Richard Lucas	Signature:		Date:	29.11.19
Title and/or Department:			Executive Headteacher		

Note: This job description is not exhaustive and will be subject to periodic review. It may be amended to suit the changing needs of the school. The post-holder will be expected to participate in this process and we would aim to reach agreement on any changes.

This school is committed to safeguarding and promoting the welfare of children and young people, and expects all staff, and volunteers, to share the same commitment. This position is subject to an enhanced DBS check.