

JOB DESCRIPTION

School/College:	West Lynn Primary School
Job Title:	Teaching Assistant
Grade:	Scale C, Points 10 – 13 , (£8.09 -£8.55/hour)
Hours/weeks:	4 hours per week, 39 weeks per year Temporary for the Autumn Term
Responsible to:	The Executive Head Teacher, Members of the senior leadership team (SLT), Classroom Teacher The governing body.
Working With:	The Executive Head Teacher, Members of the senior leadership team (SLT), Classroom Teacher The governing body.

Purpose of the Job

- Under the direction/instruction of teaching/senior staff, work with individuals or groups to supervise physical and general care of pupils, including those with SEN. Support access to learning for pupils and provide support to the teacher in the management of pupils and the classroom.

Organisational Relationships

- Responsible to the Head Teacher but works to and with a teacher on a day-to-day basis.
- Liaise with teachers and other support staff and appreciate/support the role of other professionals. As directed, liaise with parents and volunteers.
- To be aware of the need for confidentiality and to maintain professional standards in this area.

Responsibilities

Support for Pupils

- To attend to the personal and social needs of pupils and any other special requirements depending on the nature of a pupil's special needs and, wherever possible, making these part of the learning experience.
- Supervise and support pupils ensuring their safety and access to learning.
- Establish good relationships with pupils, acting as a role model and being aware of and responding appropriately to individual needs, promote the inclusion and acceptance of all pupils and encourage pupils to interact with others and engage in activities led by the teacher.

Support for the Teacher

- Prepare classroom as directed for lessons and clear afterwards and assist with the display of pupils' work.
- Be aware of pupil problems, progress and achievements, report to the teacher as agreed and undertake pupil record-keeping as requested.
- Support the teacher in managing pupil behaviour, reporting difficulties as appropriate.
- Provide clerical and administrative support by photocopying, typing, filing and collecting money.

Support for the Curriculum

- Support pupils to understand instructions and in undertaking literacy and numeracy tasks as directed by the teacher.
- Prepare and maintain equipment/resources as directed by the teacher and assist pupils in their use, including the use of basic ICT as directed.

Support for the School

- Be aware of, and comply with, policies and procedures relating to child protection, health and safety and security, confidentiality and data protection, reporting all concerns to an appropriate person.
- Be aware of, and support, difference and ensure all pupils have equal access to opportunities to learn and develop.

- Be aware of the need for confidentiality and to maintain professional standards in this area.
- Attend relevant meetings as required and participate in training and other learning activities and performance development as required.
- Assist with supervision of pupils out of lesson time, including before and after school. Accompany teaching staff and pupils in visits and out of school activities as required.
- Undertake other similar duties and activities that fall within the grade and scope of the post, as directed by the Headteacher.

Fulfil wider professional responsibilities

- Work collaboratively with others to develop effective professional relationships.
- Communicate effectively with parents/carers with regard to pupils' achievements and well-being using school systems/processes as appropriate.
- Communicate and co-operate with relevant external bodies.
- Make a positive contribution to the wider life and ethos of the school.

Other

- To have professional regard for the ethos, policies and practices of the school and maintain high standards in your own attendance and punctuality.
- To have an understanding of, and always act within, the statutory frameworks which set out their professional duties and responsibilities.

Job context and flexibility

The duties and responsibilities listed in this job description provide a summary of the main aspects of the role. This is not an exhaustive list and the post holder may be required to carry out other tasks, as deemed appropriate to the grade and nature of the post.

This job description is current at the date indicated below but, in consultation with the post holder, it may be changed by the Headteacher to reflect or anticipate changes in the post commensurate with the grade or job title.

Due to the routine of the school, the workload may not be evenly spread throughout the year. Flexibility of hours, and a flexible attitude and willingness to assist others in the team, when required is necessary.

The post holder will have a shared responsibility for the safeguarding of all children and young people. The post holder has an implicit duty to promote the welfare of all children and young people.

The Trust is committed to safeguarding and promoting the welfare of children and young people and expects all staff and volunteers to share in this commitment. All staff will be subject to an enhanced DBS (Disclosure and Barring Service) check.

PERSON SPECIFICATION

Criteria	Essential	Desirable
Qualifications	<ul style="list-style-type: none"> • Good Numeracy/Literacy skills 	<ul style="list-style-type: none"> • Additional qualifications relevant to the role i.e. childhood development, special education, health and social care, NVQs (Level 2 or above).
Experience	<ul style="list-style-type: none"> • Working with, or caring for, children of a similar age • An understanding of how children learn and how they can be best supported. • Working closely with others as part of a team. 	<ul style="list-style-type: none"> • Experience of managing behaviour effectively. • Knowledge of personal welfare and safeguarding of children.
Professional and personal qualities	<ul style="list-style-type: none"> • Excellent interpersonal skills • Passionate • Caring • Professional at all times • Collaborative member • Open and reflective • Self-motivated 	<ul style="list-style-type: none"> • Is able to demonstrate the application of these qualities in a school setting • Can demonstrate commitment to the wider life of the school

West Lynn Primary School

Teaching Assistant 4 hours/week – 39 weeks (Term Time + 1 week)

Temporary for the Autumn Term.

Scale C, Point 10 -13 (£8.09-£8.55/hour)

Are you looking to join a team of dedicated, supportive professionals who are committed to delivering high quality education for all children? If so, then we would welcome you to our school at this exciting time.

We are looking for a forward thinking, friendly, reliable and caring person to join our team, to support our Year 2 class. A cheerful and outgoing nature is required as well as a genuine desire to work alongside colleagues. You must have lots of patience and enjoy being with children.

This is a wonderful opportunity to become part of a committed team who are passionate about widening opportunities for all children.

We can offer:

- Children who are keen to learn and fantastic to work with
- Strong leadership and management
- A supportive team and working environment
- Enthusiastic and supportive parents
- Great professional development opportunities
- The support of working with other schools in our trust

We are seeking someone who:

- enjoys working with children and listens to their needs
- is patient, calm, caring and flexible in approach
- has a positive outlook, a sense of humour and works well in a team
- is able to be proactive, supporting and organising activities relevant to need

You will be expected to:

- Support in class encouraging and develop social and educational skills.
- Encourage and develop relationships with all children.
- Ensure safe and positive play and work experiences.
- Promote positive relationships and independence in line with the school behaviour policy.
- Perform teaching assistant duties as directed by the class teacher

We encourage visits to our school for you to see our facilities and talk to the children about our school. For a job description and application form please visit <http://www.westnorfolkacademiestrust.co.uk>, or contact recruitment@westnorfolkacademiestrust.co.uk, or call 01553 773393 for further information.

*Closing date for application forms: **Thursday 19th October***

*Interviews provisionally: **w/c 30th October (subject to change)***

West Lynn Primary School is committed to safeguarding and promoting the welfare of children and young people and expects all staff and volunteers to share this commitment. This includes obtaining references and ensures compliance with the DBS process.