

**JOB DESCRIPTION**

**Role:** **Temporary Teaching Assistant 3 (Nursery)**

**Rate of pay: Band 4 (SCP 12 - 17) pro-rata (Actual salary £18,901-£20,868)**

**Term Time: 36.25 hours per week 39 weeks  
Contracted Hours: 8.30 – 4.15 30 mins for lunch**

**Responsible to: Head of School, CEO/Exec Principal and Local Governing Body**

**Temporary contract to cover a period of maternity leave starting 14th April 2020 until 18th December 2020.**

To work under the guidance of teaching/senior staff and within an agreed system of supervision, to implement agreed work programmes with individuals/groups, in or out of the classroom. This could include those requiring detailed and specialist knowledge in particular areas and will involve assisting the teacher in the whole planning cycle and the management/preparation of resources. Staff may also supervise whole classes occasionally during the short-term absence of teachers (3 days maximum). The primary focus will be to maintain good order and to keep pupils on task. In providing cover supervision Teaching Assistants will need to respond to questions and generally assist pupils to undertake set activities.

Main Duties and Responsibilities

1. **Supporting the Pupil:**

* To support pupils’ development and promote independence in a safe, secure and challenging environment employing strategies to recognise and reward achievement;
* To support the learning of individuals and groups of pupils as identified in the weekly curriculum planning and to act as a role model, setting high expectations;
* To focus on individual pupils to ensure their needs are being met within the group;
* To work with other staff to develop and implement the IEPs for pupils;
* To encourage pupils to interact and work co-operatively with others;
* To observe, record and support the development and progress of pupils to identify individual needs and difficulties and to feed back to pupils in relation to their progress and achievement;
* To promote the inclusion and acceptance of all pupils within the classroom;
* To encourage good personal hygiene and assist with necessary self-help skills (feeding, toileting, dressing, etc);
* To meet the physical/medical needs of the pupil according to a pupil’s individual care plan whilst encouraging independence wherever possible. Medical needs include the administration of medicines by mouth or other medical procedures provided appropriate training has been given by an appropriate person.

1. **Supporting the Class Teacher**

* To plan, with input from teachers, the daily/weekly programme of lessons, activities and events in order to support individual pupils and adjust lessons/work plans as appropriate;
* Occasional supervision of the class in the course of short-term absences of teachers, focusing on maintaining good order and to keep pupils on task under the guidance of teaching staff and within an agreed system of supervision;
* To liaise with other professionals to ensure an appropriate learning environment;
* To set out, prepare, use and tidy equipment;
* To promote home-academy partnerships;
* To listen, support and discuss issues sensitively with parents and carers under the teacher’s supervision and to participate in feedback sessions/meetings with parents;
* To monitor and evaluate pupils’ responses to learning activities through observation and planned recording of achievement against pre-determined learning objectives;
* To provide objective and accurate feedback and reports as required to the teacher on pupil achievement progress and other matters ensuring the availability of appropriate evidence;
* To be responsible for keeping and updating records as agreed with the teacher, contributing to reviews of systems/records as required;
* In class to undertake marking of pupils’ work as agreed with the teacher and accurately record achievement/progress;
* To administer and assess routine tests and assist in the invigilation of exams/tests as agreed with the teacher;
* To provide general clerical support, e.g. administer coursework, produce worksheets for agreed activities, etc.;
* To work with an established discipline policy to anticipate and manage behaviour constructively, promoting self-control and independence.

1. **Supporting the Curriculum**

* To prepare, plan and manage specific activities/teaching programmes, adjusting activities according to pupils’ responses/needs;
* To set out and prepare equipment indoors and outdoors;
* To implement local and national learning strategies, e.g. literacy, numeracy, KS3, Early Years and make effective use of opportunities provided by other learning activities to support the development of relevant skills;
* To support the use of ICT in learning activities and develop pupils’ competence and independence in its use;
* To help pupils access learning activities through specialist support;
* To determine the need for, prepare and maintain general and specialist equipment and resources.

1. **Supporting the Academy**

* To promote the policies and ethos of the academy, e.g. personal and social and to promote positive values, attitudes and good pupil behaviour, dealing promptly with conflict and incidents in line with established policy and encouraging pupils to take responsibility for their own behaviour;
* To display pupils’ work to reflect their achievement;
* To supervise pupils on outings and visits as required;
* To attend staff meetings as required;
* To be aware of and comply with policies and procedures relating to child protection, health, safety and security and to refer all concerns to the Headteacher, receiving training where necessary from the academy;
* To treat all information relating to a pupil as strictly confidential, and to be aware of and comply with academy policy and practice, receiving training where necessary from the academy;
* To support and encourage students on childcare courses, work experience, teaching practice, etc.;
* To be a proactive member of the academy and class team;
* To establish constructive relationships and communicate with other agencies/professionals in liaison with the teacher, to support the achievement and progress of pupils;
* To provide appropriate guidance and supervision and assist in the training and development of staff as appropriate;
* To undertake planned supervision of pupils’ out of academy hours learning activities;
* To attend relevant courses and learning activities in order to update knowledge as required;
* To take opportunities to develop own areas of interest and expertise and to use these to advise and support others or to organise specific projects.

1. **General**

* The Teaching Assistant may be called upon to perform other duties that the Head of School considers reasonable, that are commensurate with the grading and designation of the post

**Safeguarding Responsibilities**

The Dunham Trust and Elmridge are committed to safeguarding and promoting the welfare of children, young people and vulnerable adults and expects all staff and volunteers to share this commitment.  Staff and volunteer appointments will be subject to satisfactory pre-employment clearances and checks including a Disclosure and Barring Service check. We encourage applicants to visit our school and Trust websites and read our [School Child Protection and Safeguarding Policy](https://www.elmridge.trafford.sch.uk/wp-content/uploads/2019/09/Elmridge-Child-protection-and-safeguarding-policy-Sept-2019.pdf) and [The Trust’s Child Protection and Safeguarding Statement](https://thedunhamtrust.org.uk/key-documents-and-policies/).  The Trust’s Applicant Fair Processing notice is available on The Trust’s website.

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| **POST TITLE: Teaching Assistant 3 (Pay Band 4)** | | |
| **PERSON SPECIFICATION**  **The Dunham Trust and Elmridge are committed to safeguarding and promoting the welfare of children, young people and vulnerable adults and expects all staff and volunteers to share this commitment.  Staff and volunteer appointments will be subject to satisfactory pre-employment clearances and checks including a Disclosure and Barring Service check.** | | |
| **MINIMUM REQUIREMENTS** | **METHOD OF ASSESSMENT** | |
| **Qualifications and Experience** |  |  |
| * Holder of an NVQ Level 3, BTEC Level 3 or equivalent in Teaching Assistant or Supporting Teaching and Learning in Schools; * To possess GCSE English and Mathematics at Grade A\*- C, or GCSE Level 4 - 9, or a Level 2 qualification in Literacy and Numeracy. or CSE Grade 1 in English and Mathematics; * Experience of working in a school environment; * Working with or caring for children of relevant age; * Trained in relevant learning strategies e.g. literacy / numeracy KS2 / Foundation Stage strategies and a good overview of Key Stage relevant curriculum; * Sound knowledge of positive values, attitudes and behaviour expected from children and strategies to address these; * Sound knowledge of how children learn and how to create and maximize learning opportunities; * Relevant first aid training or willingness to carry out training; * Safeguarding Training. | E  E  E  E  E  E  E  D  D | A/C  A/C  A/I  A/I  A/C  A/I  A/I  A/C/I  A/I |
| **Skills** |  |  |
| * Ability to work independently and as part of a team. * Ability to work with creativity, imagination and optimism in the creation of a happy, challenging and effective learning environment; * The ability to communicate effectively and sensitively with children and colleagues; * Ability to establish effective working relationships with a wide range of people; * Ability to contribute to a range of teaching, learning and pastoral activities; * Ability to observe, monitor and provide constructive feedback on pupil progress; * Ability to build and maintain fair, respectful, trusting, supportive and constructive relationships with children; * The ability to recognise and respect the contribution that parents and carers can make to the development and wellbeing of children and demonstrate ability to liaise sensitively and effectively; * Ability to take responsibility, with minimum supervision, for delivering work programmes over an extended period to groups of children with complex needs. * Ability to provide personal care to children; * Demonstrate good ICT skills and awareness of methods of use of ICT in teaching practice; * Ability to remain patient in all dealings with pupils. | E  E  E  E  E  E  E  E  E  E  E  E | A/I  A/I  A/I  A/I  A/I  A/I  A/I  A/I  A/I  A/C/I  A/I |
| **Knowledge** |  |  |
| * Working knowledge of national/foundation stage curriculum and other relevant learning programmes/strategies; * Knowledge of positive values, attitudes and behaviours for children of all ages; * Understand the need for confidentiality; * Understanding of how to ensure good behaviour through positive reinforcement; * Knowledge of special educational needs, in particular speech & language, learning skills, social interaction and self-help skills; * Full working knowledge of relevant policies/codes of practice and awareness of relevant legislation; | E  E  E  E  D  E | A  A/I  A/I  A/I  A/I  A/I |
| **Personal Characteristics** |  |  |
| * Works enthusiastically but remains calm under pressure; * Maintains professionalism and confidentiality at all times; * Demonstrates initiative and ability to organise own workload; * Ability to adapt to a variety of situations. | E  E  E  E | A/I  A/I  A/I  A/I |
| **Other** |  |  |
| * Flexible approach to working hours with the willingness to work occasional evenings to support school events; * Willingness to undertake training, identify own training needs and show a commitment to further professional development. | E  E | A/I  A/I |

E = Essential D = Desirable

A = Application I = Interview C = Certificate

To understand what we do with your personal data, the Trust Applicant Fair Processing Notice is available on both the [Trust](https://thedunhamtrust.org.uk/wp-content/uploads/2019/11/2019-11-12-Applicant-Fair-Processing-Notice-The-Dunham-Trust.pdf) and [School website](https://www.elmridge.trafford.sch.uk/contact-us/)