Coquet Park First School

Job Description		
Role Title	**Typically reports to**	
Teaching Support Assistant KS1 (1 Year temporary concluding end of academic year 2022)	Headteacher or designated member of staff	
JE Code	**Grade**	**Date of profile**
D175	4/ Level 2	Start date 1 September 2021

Purpose of the role (job statement)

Teaching Support Assistant hours 8:30 – 12:00 Monday to Friday

- Supervise and provided particular support for pupils, including those with special needs, ensuring their safety and access to learning activities.
- Assist with the development and implementation of Individual Education/ Behaviour Plans and Personal Care Programmes.
- Demonstrate an excellent understanding of National Curriculum KS1
- Established constructive relationships with pupils and interact with them according to individual needs.
- Promoted the inclusion and acceptance of all pupils.
- Encouraged pupils to interact with others and engage in activities led by the teacher.
- Set challenging and demanding expectations and promote self esteem and independence.
- Provided feedback to pupils in relation to progress and achievement under the guidance of the teacher.
- To form excellent working relationships with pupils, staff and parents.

Responsibilities

Main Duties of the Post

To work under the instruction/guidance of teaching/senior staff to undertake work/ care/support programmes: to enable access to learning for pupils and to assist the teacher in the management of pupils and the classroom. Work may be carried out in the classroom or outside the main teaching area.

Support for Pupils

- Supervise and provide particular support for pupils, including those with special needs, ensuring their safety and access to learning activities.
- Assist with the development and implementation of Individual Education/ Behaviour Plans and Personal Care Programmes.
- Establish constructive relationships with pupils and interact with them according to individual needs.
- Promote the inclusion and acceptance of all pupils.
- Encourage pupils to interact with others and engage in activities led by the teacher.
- Set challenging and demanding expectations and promote self esteem and independence.
- Provide feedback to pupils in relation to progress and achievement under the guidance of the teacher.
- Where needed, support a specific pupil during their lunch time period.
- Follow the school Intimate Care policy and provide support for a pupil as needed.

Support for Teachers

- Create and maintain a purposeful, orderly and supportive environment, in accordance with lesson plans and assist with the display of pupils' work
- Use strategies, in liaison with the teacher, to support pupils to achieve learning goals.
- Assist with the planning of learning activities.
- Monitor pupils' responses to learning activities and accurately record achievement/progress, as directed.
- Provide detailed and regular feedback to teachers on pupils' achievement, progress, problems etc.
- Promote good pupil behaviour, dealing promptly with conflict and incidents in line with established policy and encourage pupils to take responsibility for their own behaviour.
- Establish constructive relationships with parents/carers.
- Administer routine tests and invigilate exams and undertake routine marking of pupils' work.
- Provide clerical/admin support e g photocopying, typing, filing, money, administer coursework etc.

Support for the Curriculum

- Undertake structured and agreed learning activities/teaching programmes, adjusting activities according to pupil responses.
- Undertake programmes linked to local and national learning strategies e g literacy, numeracy, KS1/2, Team Teach, First Aid, recording achievement and progress and feeding back to the teacher.
- Support the use of ICT in learning activities and develop pupils' competence and independence in its use.
- Prepare, maintain and use equipment/resources required to meet the lesson plans/relevant learning activity and assist pupils in their use.

Support for the School

- 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.
- Be aware of and support difference and ensure all pupils have equal access to opportunities to learn and develop.
- Contribute to the overall ethos/work/aims of the school.
- Appreciate and support the role of other professionals.
- Attend and participate in relevant meetings, as required.
- Participate in training and other learning activities and performance development, as required.
- Assist with the supervision of pupils out of lesson times including before and after school and at lunchtime.
- Accompany teaching staff and pupils on visits, trips and out of school activities, as required, and take responsibility for a group under the supervision of the teacher.
- Undertake First Aid training, as required

Indicative knowledge, skills and experience

An up to date and good knowledge and understanding of the KS1/2 planning, practice and assessment procedures.

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Job Specification		
Area	**Criteria**	**Requirement**
Skills/Knowledge /Aptitudes	• Effective use of ICT to support learning. • Use of other equipment technology – video, photocopier. • Understanding of relevant polices/codes of practice and awareness of relevant legislation. • General understanding of national/ foundation stage curriculum and other basic learning programmes/strategies. • Understanding of child development and learning, particularly in KS1/EYS • Ability to self-evaluate learning needs and actively seek learning opportunities. • Ability to relate well to children and adults. • Work constructively as part of a team: understanding classroom roles and responsibilities and your own position within these.	Desirable Desirable Desirable Essential Essential Desirable Essential Essential
Qualifications and Training	• Good numeracy/literacy skills. • Completion of the DfES Teacher Assistant Induction Programme. • NVQ Level 2 for Teaching Assistants. • Training in the relevant learning strategies e g literacy. • First Aid Training/training, as appropriate.	Essential Essential Essential Essential Desirable
Experience	• Working with, or caring for, children of relevant age • Strong practical understanding of KS1 provision	Essential Desirable
Disposition	Excellent communication skills with pupils, parents and colleagues. Enthusiastic and keen to develop professionally	Essential Essential
Conditions of Service		
• The post holder is required to support and encourage the school's ethos and its objectives, policies and procedures as agreed by the Governing Body. • To uphold the school's policy in respect of child protection matters. • This job description is not necessarily a comprehensive definition of the post. It will be reviewed at least once a year and it may be subject to modification at any time after consultation with the post holder. • All staff members participate in the school's performance management /appraisal scheme.		

This school is committed to safeguarding and promoting welfare of children and young people. Please note this position will require an Enhanced disclosure from the Disclosure & Barring Service.