



CLEVELANDS
PREPARATORY SCHOOL

Job Description

Our school is committed to safeguarding and promoting the welfare of children and young adults and expects all staff and volunteers to share this commitment.

Post title:	Teaching Assistant
Hours of work:	Monday to Friday, 7:30 am to 4:00 pm
Remuneration:	£12.21 per hour
Responsible to:	Head Teacher
Start Date:	Immediate Start Available

Main Responsibilities

Supporting the pupils

- To encourage pupils to take responsibility for their own learning and take a pride in their work.
- To provide support for the teacher by offering feedback about the progress of individuals, in order to assist in planning.
- To provide the support and framework for learning by giving assistance with prompts, suggestions and hints to enable the learner to solve the problem/complete the task.
- To give support for increased self-esteem and self-confidence/emotional skills development, by encouraging pupils to build on existing effective relationships in order to share ideas and opinions with peers and adults.
- To encourage the use of collaborative skills by assisting pupils to learn to work with others.
- To actively support the approach of the school in behaviour management and reinforce agreed rules in working with pupils.
- To seek opportunities for active involvement and help develop pupils' time management skills.
- To act as part of the team with teaching and other support staff for the benefit of all pupils.

Supporting the Teacher

- To assist with the class teacher in the effective delivery of the curriculum, under their provided guidance.
- To take the administrative function of running a classroom on a day-to-day basis and also on a longer term basis if required
- To be proactive about identifying occasions when the lesson needs revision or tweaking.
- To provide regular feedback about the children to the teacher and SENCO.

	<ul style="list-style-type: none"> • To attend relevant in-service training, as appropriate. <p>Supporting the School</p> <ul style="list-style-type: none"> • To liaise advise and consult with other members of the team supporting the children when asked to do so. • To be aware of school procedures. • To be aware of confidential issues linked to home/pupil/teacher/schoolwork and to keep confidences appropriately. • To uphold the school’s core values. <p>Support for the Curriculum</p> <ul style="list-style-type: none"> • To develop awareness of the requirements of the national curriculum. • To support specific aims and lessons as planned and directed by the teacher. • To develop awareness of the aims of the literacy and numeracy strategies relevant to the classes supported. • To develop awareness of curriculum targets and support work towards them. • To be aware of targets set and work towards achieving them. <p>This list is not intended to be exhaustive, and you may be required to undertake other comparable duties as the school requires from time to time.</p>
<p>Professional Standards & Development</p>	<ul style="list-style-type: none"> • To be a role model to pupils through personal presentation and professional conduct. • To arrive in class before the start of the lesson, and to begin and end lessons on time. • To cover for absent colleagues as is reasonable, fair and equitable. • To co-operate with the employer in all matters concerning Health and Safety and specifically to take reasonable care of their own Health & Safety, and that of any other persons who may be affected by their acts or omissions at work. • To be familiar with the School’s handbooks and support all the School’s policies, e.g. those on Health and Safety, Safeguarding etc. • To establish effective working relationships with professional colleagues and associate staff. • To strive for personal and professional development through active involvement in the School’s appraisal system and performance management procedures. • To be involved in extra-curricular activities such as making a contribution to after-school clubs and visits. • To liaise effectively with parent/carers and with other agencies with responsibility for pupils’ education and welfare. • To be aware of the role of the Governing Body of the School and to support it in performing its duties. • To complete the on-line training courses as required by the school • To provide the documentation required to carry out a DBS check. • To be familiar with and implement the relevant requirements of the current SEN Code of Practice. <ul style="list-style-type: none"> ○ To consider the needs of all pupils within lessons (and to implement specialist advice) especially those who: <ul style="list-style-type: none"> ○ have SEN; ○ are gifted and talented; ○ are not yet fluent in English. <p>To up hold the school’s core values.</p>

Person Specification

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	Essential	Desirable	Method of assessment
Qualifications:	A strong qualification in related subject area such as NVQ level 3 and GCSE/ O-level	Further qualifications regarding child protection and/or SEN.	Application Form Interview Professional references
Experience:	<p>Knowledge of EYFS Framework (Birth to 5 or Development matters)</p> <p>Experience managing challenging behaviour.</p> <p>Knowledge of safeguarding procedures and child protection policies</p>	<p>Recent experience of working in education.</p> <p>Experience dealing with pupils with SEN.</p> <p>Paediatric First Aid Certificate</p> <p>Wellcomm trained</p>	Application Form Interview Professional references
Skills:	<p>High level of personal and professional commitment.</p> <p>An ability to strike a good Rapport with students, staff and parents.</p> <p>Being a positive role model.</p> <p>An ability to communicate effectively both verbally and in writing.</p> <p>Good literacy and numeracy skills.</p>	An up to date, working knowledge of relevant Health & Safety and Education legislations.	Application Form Interview Professional references
Personal competencies and qualities:	<p>A genuine enthusiasm for working with children.</p> <p>To be committed to actively support the visions, aims and ethos of the school.</p> <p>The ability to remain calm in many situations that involve children, adults and wider</p>	<p>A strong commitment to continued personal development.</p> <p>Understanding of child development and SEND</p> <p>Ability to set up play based activities</p>	Contents of the Application Form Interview Professional references

	<p>members of the school community.</p> <p>Flexible, adaptable and enthusiastic.</p> <p>Collaborative team player.</p> <p>A willingness to contribute to extra-curricular activities and other aspects of school life.</p>	<p>Happy to sort children's PSE development eg toilet training.</p> <p>Ability to observe and assess children's learning and development</p>	
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