


Job Description		
Title TEACHING ASSISTANT – Nursery	School: Coddington C of E Primary School	Post Ref TA3
Grade 3 scp 5 - 7		
Job Purpose To work under the instruction/guidance of teaching/senior staff to undertake work/care/support programmes, to enable access to learning for pupils identified as having additional needs/special education needs and those with challenging behaviour, in a range of different learning situations and settings. Work may be carried out in the classroom or outside the main teaching area.		
Key Responsibilities		
<div>1. Supervising and providing particular support for pupils, including those with special needs, ensuring their safety and access to learning activities</div> <div>2. Planning and providing practical assistance in relation to identified physical needs</div> <div>3. Assisting with the development and implementation of Individual Education/Behaviour Plans and Personal Care programmes</div> <div>4. Establishing a constructive relationship with pupils and interacting with them according to individual needs</div> <div>5. Promoting the inclusion and acceptance of all pupils</div> <div>6. Encouraging pupils to interact with others and engage in activities led by the teacher</div> <div>7. Setting challenging and demanding expectations and promoting self-esteem and independence</div> <div>8. Providing feedback to pupils in relation to progress and achievement under guidance of the teacher</div> <div>9. Creating and maintaining a purposeful, orderly and supportive environment, in accordance with lesson plans and assist with the display of pupils' work</div> <div>10. Using strategies, in liaison with the teacher, to support pupils to achieve learning goals</div> <div>11. Assisting with the planning of learning activities</div> <div>12. Monitoring pupils' responses to learning activities and accurately recording achievements/progress as directed</div> <div>13. Providing detailed and regular feedback to teachers on pupil's achievement, progress, problems etc.</div> <div>14. Promoting good pupil behaviour, dealing promptly with conflict and incidents in line with established policy and encouraging pupils to take responsibility for their own behaviour</div> <div>15. Working as part of a team to meet the health needs of pupils, including, when necessary, the administration of medication, feeding, and following therapeutic plans</div> <div>16. Establishing constructive relationships with parents/carers</div> <div>17. Administering routine tests and undertaking routine marking of pupils' work</div>		



Coddington

— C of E —

Primary and Nursery School

18. Working with and acting upon guidance provided by teachers and other professionals such as Inclusion Services, Speech Therapists, Physiotherapists, Occupational Therapists, Moving and Handling Specialists
19. Providing clerical/admin support e.g. photocopying, typing, filing, money, display etc
20. Assisting the teaching staff in the smooth transition between educational phases
21. Undertaking structured and agreed learning activities/teaching programmes, adjusting activities according to pupil responses
22. Undertaking programmes linked to local and national learning strategies e.g. English, maths, early years recording achievement and progress and feeding back to the teacher
23. Supporting the use of IT in learning activities and developing pupils' competence and independence in its use
24. Preparing, maintaining and using equipment/resources required to meet the lesson plans/relevant learning activity and assisting pupils in their use
25. Assisting with the supervision of pupils out of lesson times, including before and after school club and at lunchtimes
26. Accompanying teaching staff and pupils on visits, trips and out of school activities as required and taking responsibility for a group under the supervision of the teacher

General Responsibilities

27. Be aware of and comply with school policy and procedures
28. Be aware of and support difference and ensure all pupils have equal access to opportunities to learn and develop
29. Contribute to the overall ethos/work/aims of the school
30. Appreciate and support the role of other professionals
31. Attend relevant meetings as required
32. Participate in training and other learning activities and performance development as required
33. To be aware of confidential issues linked to home/pupil/teacher/school work and to keep confidences as appropriate
34. Any other curriculum duties which may reasonably be regarded as within the nature of the duties and responsibilities/grade of the post as defined, subject to the proviso that normally any changes of a permanent nature shall be incorporated into the job description in specific terms, following consultation with the Recognised Trade Unions
35. To promote and safeguard the welfare of children and young persons for whom you are responsible and with whom you come into contact with during the course of your duties and responsibilities. Your conduct must at all times be in accordance with the school's policies and procedures
36. To report any causes for concern relating to the welfare and safety of children to the designated person, and the head teacher, or if unavailable the designated safeguarding governor or a member of the senior leadership team
37. To attend safeguarding training as required by the school and maintain your knowledge and understanding of your responsibility for safeguarding children in this school

Person Specification		
		Essential Desirable
Qualifications and Training		
1	Numeracy and Literacy equivalent to GCSE (A-C) or NVQ Level 2	✓
2	NVQ level 2 for Teaching Assistants or equivalent qualification and experience	✓
3	Paediatric First Aid Training	✓
4	Child Protection Training	✓
Knowledge		
5	Knowledge and understanding of either the Early Years Framework and/or Primary National Curriculum and how to ensure children make good progress.	✓
6	Understanding of child development, and learning processes including SEND	✓
7	Knowledge of how to support independent learning.	✓
8	Working knowledge of behaviour management strategies.	✓
9	Knowledge of relevant policies, codes of practice and awareness of relevant legislation.	✓
10	Understanding of Paediatric First Aid procedures.	✓
11	Understanding of the range of support services/providers /agencies and how they support children in school	✓
Experience		
12	Experience of working with children in an EYFS or Primary School setting	✓
13	Experience of carrying out observations and assessments/record keeping for individuals and groups.	✓
14	Experience of working with relevant learning strategies.	✓
15	Experience of working with pupils with additional needs.	✓
16	Experience of working with colleagues from external agencies.	✓
17	Experience of contributing to care plans, EHCP's etc	✓
18	Experience of supporting children in a classroom environment	✓
19	Experience of establishing positive relationships with children and parents/carers	✓

Skills			
20	Ability to relate well to children and adults.	✓	
21	Ability and willingness to work constructively as part of a team.	✓	
22	Ability to fulfil all spoken aspects of the role with confidence and accuracy through the use of English language.	✓	
23	Ability to record any observations etc. as required.	✓	
24	IT skills to support learning and maintain electronic information systems.	✓	
25	Ability to manage individual pupils effectively both in and out of school in line with the school's behaviour policy.	✓	
26	Ability to organise learning activities and the environment.	✓	
27	Ability to follow instructions/planning as well as working independently.	✓	
28	Ability to self-evaluate learning needs and actively seek learning opportunities.	✓	
29	Effective oral and written communication skills.	✓	
30	Excellent interpersonal skills both in working relationships with pupils and in forming effective professional relationships with a wide range of contacts.	✓	
31	Good organisational and time management skills.	✓	
32	Ability to deal with sensitive information in a confidential manner.	✓	
Personal Attributes			
33	Tactful and diplomatic in all interpersonal relationships with the parents/carers, pupils, colleagues (both internal and external).	✓	
34	Self-motivated with personal drive to complete tasks to the required timescales and quality standards.	✓	
35	The flexibility to adapt to changing workload demands and new school challenges.	✓	
36	Personal commitment to ensure that the provision of support is equally accessible and appropriate to meet the diverse needs of pupils.	✓	
37	Commitment to the "can do" ethos of the School.	✓	
38	A positive attitude and commitment to equality.	✓	
39	Enthusiastic and caring with a good sense of humour.	✓	

40	Committed to safeguarding and promoting the welfare of children and young people on a daily basis.	✓	
41	Commitment to further training and continuing professional development.	✓	