Job Description

Job Title: Teaching Assistant

Pay Scale: TA3 (Grade 4 )

School: St Francis CofE Aided Juniors

Role: To work under the instruction/guidance of teaching/senior staff to undertake work to enable dedicated access to learning for all KS2 pupils and to assist the teacher in the management of pupils in the classroom.

Main Duties and Responsibilities

* To supervise and provide particular support for pupils, including those with Special Educational Needs, ensuring their safety and access to learning activities.
* To promote the inclusion and acceptance of all pupils.
* To encourage pupils to interact with others and engage in activities planned by the teacher.
* Plan, prepare and deliver learning to individuals, small groups and/or classes modifying and adapting activities as necessary under the direction and supervision of a teacher
* Assess, record and report on development, progress and attainment
* Liaise with staff and other relevant professionals and provide information about pupils as appropriate
* Use teaching and learning objectives to plan, evaluate and adjust lessons/work plans as appropriate within agreed systems of supervision
* Assess the needs of pupils and use detailed knowledge and specialist skills to support pupils’ learning
* Support pupils in social and emotional well-being, reporting problems to the teacher as appropriate
* To provide feedback to pupils in relation to their progress and achievement under the guidance of the teacher.
* To create and maintain a purposeful, orderly and supportive environment, in accordance with lesson plans and assist with the display of pupil’s work.
* To use strategies, in liaison with the teacher to support pupils to achieve.
* To assist with the planning of learning activities.
* To have knowledge and experience of teaching phonics
* To provide regular feedback to teachers about pupil’s achievement, progress, next steps of learning etc.
* To establish constructive relationships with parents/carers.
* To plan and deliver specific lessons to pupils and be responsible for the resourcing, marking, record keeping and observations of these pupils.
* To accompany teaching staff and pupils on trips and out of school activities as required and take responsibility for a group under the instruction of the teacher.
* To 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.
* To contribute to the overall ethos/work/aims of the school.
* Be responsible for the presentation of displays.
* To attend and participate in relevant meetings and training as required.

Qualifications and Experience

The successful candidates must be appropriately qualified ie, NVQ level 3, Childcare in Education, City and Guilds Advanced Certificate in Learning Support OR EQUIVALENT and a good basic education, including English and Maths to GCSE level.

* Experience in Key Stage 1 and 2

Skills and Abilities

* Has good communication skills.
* Has good organisational skills.
* Has the ability to work on own initiative and as part of a strong team.
* Has an affinity with children.
* Has a commitment to self-improvement and development.
* Good Literacy/Mathematics skills.
* Effective use of ICT.
* Ability to relate well to children, parents and other professionals.
* Sense of humour

Knowledge and Understanding

* Has an understanding of child development and learning.
* Knowledge and experience of teaching and assessing phonics/ spelling in Key stage 1/2.
* Knowledge of supporting pupils with occasional challenging behaviour
* Understanding of the Keystage 2 curriculum and other basic learning programmes or strategies.

Please complete an application form and submit a letter indicating why you are suitable for this post to Jane Wilkinson (Head) by Wednesday10th December

Interviews will be held on Monday 15th December