Job Description

Job Title: Foundation Stage or Key Stage One Teaching Assistant Level 3 - Permanent

Pay Scale: Grade 4

School: Crook Primary School

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

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 assist with the development and implementation of Individual Education plans and personal care programmes.
* To assist with the induction of children and parents into our Foundation stage unit or Key Stage One dependent on deployment..
* To promote the inclusion and acceptance of all pupils.
* To encourage pupils to interact with others and engage in activities planned by the teacher.
* 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 the early leaning goals.
* To assist with the planning of learning activities.
* To have knowledge and experience of teaching phonics to enable participation and lead in phonics sessions.
* To contribute as part of the dedicated Foundation Stage Team or Key Stage One Team, being open to change to further develop good practice.
* To monitor pupil’s responses to learning activities and accurately record achievement/progress through observations and next steps of learning.
* To participate in moderation of pupil’s work and contribute to making accurate judgements towards the Foundation Stage Profile or Pupil assessments in Year 1 and 2.
* 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.
* To work alongside other professionals.
* To attend and participate in relevant meetings and training as required.

Qualifications and Experience

* Minimum of a CACHE level 3 or desirable to have a degree
* Minimum of 5 GCSES A-C including Maths and English
* Experience in Early Years Foundation Stage and/or Key Stage One
* Phonics experience (desirable)

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.

Knowledge and Understanding

* Has an understanding of child development and learning.
* Knowledge and experience of teaching phonics in Early Years Foundation Stage or Key Stage One.
* Knowledge and experience of assessment in Early Years Foundation Stage or Key Stage One.
* Understanding of the Early Years curriculum or Key Stage One and other basic learning programmes or strategies.
* Has relevant experience of working or caring for children in Early Years Foundation Stage or Key Stage One.