

JOB DESCRIPTION

Post Title: ACTIVITY LEADERSHIP TEACHING ASSISTANT	Director/Service/Sector :		Office Use
	Workplace: School		
Responsible to: Class Teacher	Date: 2018		
Job Purpose: The aim of this post is to assist in delivering an outstanding indoor & outdoor curriculum which develops children's skills particularly in sports and activities, alongside communication, language, literacy, and personal, social, and relationship skills. There are 3 aspects to this post <ul style="list-style-type: none"> • Being a key worker to a named group of children • Being a TA supporting children's learning across the age range 			
Resources	Staff	None	
	Finance	Collecting Money	
	Physical	Indoor & Outdoor physical activity	
	Clients	Teachers, Groups of Children	
Duties and key result areas: Support for Pupils <ol style="list-style-type: none"> 1. Attend to the personal needs of pupils including the implementation of personal learning programmes that may include social, health, physical, hygiene and welfare objectives, with a focus on sporting activities 2. Supervise and support children in their access of learning and participation in activities. 3. Establish good relationships with pupils, acting as a role model and responding to the needs of each individual child. 4. To actively promote inclusive practice within the activity setting to ensure acceptance of all children. 5. Encourage children to play and interact with one another and promote concepts of teamwork. 6. Encourage children to engage in, and participate in activities lead by the teacher. 7. To have challenging expectations that encourages children to act independently and build self esteem. 8. Provide feedback to pupils in relation to progress and achievement under the guidance of the teacher. 			

Support for the Teacher / Working under guidance of the teacher :

As a Key Worker you will take responsibility for a group of named children this will involve

- Building good constructive relationships with children, parents/carers and outside agencies to support pupils' learning and progress
- Monitoring and recording the children's
 - o attendance
 - o progress, attainment and development
- Tracking progress against targets at agreed time intervals
- Reporting to parents

As an Activity Leadership TA supporting children's learning across the age range by

- Planning, delivering and resourcing activities under the direction and guidance of the teacher
 - o Effectively communicate with the pupils and ensure that they are aware of the teacher's expectations.
 - o Encourage pupils to work and play co-operatively with others to ensure all are engaged and involved.
 - o Respond knowledgeably to any questions from pupils
 - o Differentiate the delivery of the activities through appropriate questioning, support or extension
 - o Report to teachers on the behaviour of pupils and any issues arising.

1. Create and maintain a purposeful and orderly learning and activity environment in line with plans as provided by the supervising teacher.
2. Assist the supervising teacher with the planning of activities.
3. As directed by the class teacher / Level 3 Teaching Assistant:
 - Prepare the environment prior to an activity
 - Clear up after an activity
4. Report to the teacher, as agreed, on:
 - Pupil problems
 - Pupil progress
 - Pupil achievements
5. Undertake the maintenance of pupils' records as directed by the teacher.
6. Support the teacher in the management of pupil behaviour.
7. Gather information from parents and carers as directed by the teacher.
8. Establish constructive relationships with parents and carers.
- 9.. Where required, provide the teacher with clerical and admin support, particularly:
 - Undertaking bulk photocopying
 - Word processing
 - Filing
 - Collecting money

Support for the Curriculum

1. Undertake structured and agreed activity programmes, adjusting activities according to pupil responses and abilities.
2. Help pupils to understand instructions
3. Support pupil learning and participation with respect to all of the local and national learning strategies
- 4.. Prepare and maintain equipment and resources required to meet activities and assist pupils in their use.

Support for the School

1. Comply with all school policies relating to:
 - Health and Safety
 - Equal Opportunities
 - Child Protection
 - Confidentiality and data protection.
2. Work in such a way as to promote the ethos and vision of the school.
3. Participate in training and development, and activities that contribute to the management of performance.
4. Assist with the management of pupils outside the structured activities, e.g. lunch times and outside the school e.g. school trips as directed by the teacher and members of the school's management.
5. To undertake other duties and responsibilities as required commensurate with the grade of the post.

The duties and responsibilities highlighted in this Job Description are indicative and may vary over time. Post holders are expected to undertake other duties and responsibilities relevant to the nature, level and extent of the post and the grade has been established on this basis.

Work Arrangements

Transport requirements:

None

Working patterns:

Normal hours

Working conditions:

In the classroom and outdoor area

PERSON SPECIFICATION

Post Title: Apprentice Teaching Assistant - Early Years		Director/Service/Sector: Children's Services		Ref:
Essential		Desirable		Assess by
Knowledge and Qualifications				
Good numeracy and literacy skills; a suitable level of physical fitness to undertake activities as required				(a), (i)
Experience				
Working with or caring for children of the relevant age				(a), (i)
Skills and competencies				
Good ICT skills and ability to use other types of learning technology: <ul style="list-style-type: none">• Photocopying• Whiteboards• CD ROM• Video		Knowledge of restraint techniques. Understanding of codes of practice and recent relevant education; Basic understanding of child development Can work as a member of a team, understanding their role in the classroom and associated responsibilities. Appropriate first aid knowledge		(a), (i), (r)
Other				
Willingness to participate in training and personal development				(i)

Key to assessment methods; (a) application form, (i) interview, (r) references, (t) ability tests (q) personality questionnaire (g) assessed group work, (p) presentation, (o) others e.g. case studies/visits