



Red Hall Primary School
Headingley Crescent
Darlington
Co Durham
DL1 2ST
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Email: admin@redhall.darlington.sch.uk

Head Teacher: Ms J Davidson

EARLY YEARS TEACHING ASSISTANT LEVEL 3

Salary: Band 8, SCP19-23 (£22,870 to £24,898)
Hours: 37hours per week, Term Time only (46.8wks)

Red Hall Primary School wishes to appoint a suitably qualified and experienced Teaching Assistant with a strong Early Years background, to join our enthusiastic and hardworking team within our school's Early Years Provision.

Our Early Years provision was judged to be 'Outstanding' by OFSTED in April 2019 and the successful candidate will be based mainly within our Nursery, working under the guidance of teaching staff, but also required to work across the unit (age 2–5years) and support with PPA cover and intervention programmes.

We are looking for someone who will:

- Be an excellent and enthusiastic EYFS practitioner and has experience of working with children in an Early Years or Primary School Setting, with a background of the Early Years Curriculum and assessment requirements.
- Demonstrate an understanding / passion and interest in the Reggio Emilia approach to learning and our own ethos within the Early Years.
- Have experience of supporting children with special educational needs
- Have high expectations of children's achievement and behaviour
- Be committed to working in close partnership with parents and carers and the wider community.
- Enjoy working as part of a dedicated and effective team

In return we can offer:

- An enthusiastic, welcoming and supportive team of staff and governors
- An outstanding work environment working with amazing children
- Opportunities for high quality continuing professional development

Visits to the school are warmly welcomed following COVID Protection Rules and will be arranged by appointment only. Please telephone the school office to arrange a visit.

Further details and an application form are available from the School Office. **Application forms must be returned direct to the Head Teacher at the above address.** Only shortlisted candidates will be contacted.

The School is committed to safeguarding and promoting the welfare of children and expects all staff to share this commitment. The post is subject to a successful DBS clearance (certificate of disclosure from the Disclosure and Barring service) and pre-employment checks will be undertaken before an appointment is confirmed.

Closing date: Thursday 1st October, 2020 at 12pm

Interviews: Tuesday 6th October, 2020

Only shortlisted candidates will be contacted.



JOB DESCRIPTION

POST TITLE :

Teaching Assistant – Level 3

GRADE :

BAND 8 (SCP 19-23)

REPORTING RELATIONSHIP

The Teaching Assistant will be a member of a multi-disciplined team, under the leadership and supervision of the teacher

JOB PURPOSE :

To work under the guidance of teaching/senior staff and within an agreed system of supervision, to implement agreed work programmes with individuals/groups, in or out of the classroom. This could include those requiring detailed and specialist knowledge in particular areas and will involve assisting the teacher in the whole planning cycle and the management/preparation of resources. Staff may also supervise whole classes during the short-term absence of teachers.

POST NO.

(C1938)

MAIN DUTIES/RESPONSIBILITIES

In co-operation with the teacher and under the agreed educational plan, the post holder will to a level reflected by the grade of the post :-

Support the Pupil by;

1. Using specialist (curricular/learning) skills/training/experience to support pupils.
2. Assisting with the development and implementation of Individual Learning Journeys.
3. Establishing productive working relationships with pupils, acting as a role model and setting high expectations.
4. Promoting the inclusion and acceptance of all pupils within the classroom.
5. Supporting pupils consistently whilst recognising and responding to their individual needs.
6. Encouraging pupils to interact and work co-operatively with others and engage all pupils in activities.
7. Promoting independence and employ strategies to recognise and reward achievement of self-reliance.
8. Providing feedback to pupils in relation to progress and achievement.
9. Implementing agreed learning activities/teaching programmes, adjusting activities according to pupil responses/needs.
10. Implementing learning strategies e.g. literacy and numeracy and make effective use of opportunities provided by other learning activities to support the development of relevant skills.

11. Supporting the use of ICT in learning activities and develop pupils' competence and independence in its use.
12. Helping pupil to access learning activities through specialist support.
13. Determining the need for, prepare and maintain general and specialist equipment and resources.

Support the teacher by;

1. Working with the teacher to establish an appropriate learning environment.
2. Working with the teacher in lesson planning, evaluating and adjusting lessons/work plans as appropriate.
3. Monitoring and evaluating pupils' responses to learning activities through observation and planned recording of achievement against pre-determined learning objectives.
4. Providing objective and accurate feedback and reports as required, to the teacher on pupil achievement, progress and other matters, ensuring the availability of appropriate evidence.
5. Being responsible for keeping and updating records as agreed with the teacher, contributing to reviews of systems/records as requested.
6. Undertaking marking of pupils' work and accurately record achievement/progress in Learning Journeys and contribute to raising achievement.
7. Promoting positive values, attitudes and good pupil behaviour, dealing promptly with conflict and incidents in line with established policy and encourage pupils to take responsibility for their own behaviour.
8. Liaising sensitively and effectively with parents/carers as agreed with the teacher within your role/responsibility and participate in feedback sessions/meetings with parents with, or as directed.
9. Administering and assess routine tests / exams and routine marking of papers.
10. Providing general clerical / administration support e.g. administer coursework, produce worksheets for agreed activities etc.

Support the school by

1. Being aware of the schools policies and procedures.
2. Being aware of confidential issues linked to home/pupil/teacher/school work and to keep confidences as appropriate.
3. Attending relevant meetings as required.
4. Participating in training and other learning activities and performance development as required.
5. Assisting with the supervision of pupils out of lesson times, including before and after school and at lunchtimes.
6. Accompanying teaching staff and pupils on visits, trips and out of school activities as required.
7. Ensure that you work in line with all the School's policies and procedures and ensure that you are aware of your obligations under these.

8. Behave according to the Employees' Code of Conduct and ensure that you are aware of your obligations and responsibilities re: conflicts of interest, gifts, hospitality and other matters covered by the Code.
9. Carry out your role in line with the Council's Equality agenda.
10. To comply with health and safety policies, organisational statements and procedures, report any incidents / accidents/ hazards and take a pro-active approach to health and safety matters in order to protect yourself and others.
11. Any other duties of a similar nature related to this post that may be required from time-to-time.
12. Darlington Borough Council and schools within the Borough are committed to safeguarding and promoting the welfare of children and expects all staff and volunteers to share this commitment
13. You are required to safeguard and promote the welfare of children for whom you have responsibility, or with whom you come into contact, to include adhering to all specified procedures
14. This post has a high level of contact with, and responsibility for, children
15. This post is deemed to be a 'Customer Facing' role in line with the definition of the Code of Practice on the English language requirement for public sector workers.
16. This post is subject to an enhanced disclosure. The successful applicant will be subject to the relevant vetting checks before an offer of appointment is confirmed. Following appointment the employee will be subject to rechecking as required from time to time by the School/Council.

Date : September 2020



PERSON SPECIFICATION – TEACHING ASSISTANT – LEVEL 3

ESSENTIAL				DESIRABLE		
	Criteria No.	ATTRIBUTE	Stage Identified	Criteria No.	ATTRIBUTE	Stage Identified
Qualifications & Education	E1	NVQ Level 3 for Teaching Assistants or equivalent child care related qualification	AF/C	D1	Higher Level Teaching Assistant Status (HLTA)	AF/C
	E2	GCSE A* – C in Mathematics and English or Level 2 Basic Skills (Numeracy and Literacy) or equivalent	AF/C			
	E3	To work in Foundation Stage, you require one of the following: Level 3 <ul style="list-style-type: none"> ▪ Child Care & Education (CACHE) ▪ Early Years & Education (Welsh Medium) (CACHE) ▪ Btec National Cert in Early Yrs ▪ NVQ L3 in Early Years Care & Education ▪ NNEB plus CPD Evidence 	AF/C			

ESSENTIAL				DESIRABLE		
Experience & Knowledge	E4	At least 2 years recent work experience of working with children of relevant age in a teaching and learning environment	AF//R	D2	Qualified / Trained First Aider	AF//IC
	E5	Experience and knowledge of learning strategies and adapting these to individual pupil needs	AF//R	D3	Experienced in the delivery of training / presentation to others	AF//R
	E6	Understanding of classroom roles and responsibilities and Teaching Assistant's role	AF//R			
	E7	Experience of working with wide range of children including those with specific statements	AF//R			
	E8	Understanding of principals of child development and learning processes	AF//R			
	E9	Experience of lesson / activity planning	AF//R			
	E10	Experience of supervising whole classes and individual pupils for specific learning activities / lessons	AF//R			
	E11	Experienced in using ICT in learning activities and develop pupils' competence and independence in its use	AF//R			

ESSENTIAL				DESIRABLE		
	E12	Demonstrate an understanding / passion and interest in the Reggio Emilia approach to learning	I			
Skills	E13	Ability to communicate both orally and in writing with a range of different audiences including providing sensitive feedback to parents, other professionals regarding pupil development	AF/I/R			
	E14	Ability to self evaluate learning needs and seek learning opportunities	AF/I/R			
	E15	Ability and confidence to assist pupils with basic numeracy and literacy in line with learning strategies and national curriculum	AF/I/R			
	E16	Ability to work in a team and independently	AF/I/R			
Personal Attributes	E17	Ability to promote fairness and a positive role model to pupils	AF/I/R			
Special Requirements	E18	The ability to communicate at ease with children and provide guidance in accurate spoken English	I			
	E18	Interest in working with children to promote their development and education needs	I/R			

ESSENTIAL				DESIRABLE		
	E19	Ability to form and maintain appropriate relationships and personal boundaries with children	I/R			
	E20	Emotional resilience in working with challenging behaviours and attitudes to use of authority and maintaining discipline	I/R			
	E21	Suitability to work with children	D			

Key – Stage identified	
AF	Application Form
C	Certificates
I	Interview
R	References
D	Disclosure

Issues arising from references will be taken up at interview, all appointments are subject to satisfactory references