

## Post Four

The Governors and Head Teacher of Beaufront First School are seeking to appoint a caring and enthusiastic person to the role of Teaching and Learning Assistant to support teaching and learning within our Early Years Unit (Including Nursery) and to provide before school care in our extended provision.

This is an exciting opportunity to be involved in the early stages of the development of our Nursery within our Early Years Unit and to have an influence on how our Extended Provision for before and after school care develops.

The post will be a permanent post with variable hours. Initially we would like to appoint someone for 27 and a half hours.

We are looking for someone to work between the hours of 7.30 a.m. to 1.00p.m.

Please do not hesitate to contact the school for further details.

Beaufront First School is committed to safeguarding and promoting the welfare of children and young people and expects all staff and volunteers to share this commitment. You are therefore under a duty to use the school's procedures to report any concerns you may have regarding the safety or well-being of any child or young person.

Any candidate applying for a post at BFS will be required to undertake an enhanced DBS disclosure.

### Northumberland County Council JOB DESCRIPTION

<b>Post Title:</b> Teaching Assistant (Level 2)	<b>Director/Service/Sector:</b> Children's Services		<b>Office Use</b>
<b>Band:</b> 3	<b>Workplace:</b>		JE ref: SG17 HRMS ref:
<b>Responsible to:</b> HLTA/ SENIOR TA/ LINE MANAGER MANAGING SUPPORT STAFF	<b>Date:</b>	<b>Manager Level:</b>	
<b>Job Purpose:</b> To work under the guidance of teaching/senior staff to support access to learning for pupils and provide general support to the teacher in the management of pupils. Work may be carried out in the classroom or outside the normal teaching area.			
<b>Resources</b>	Staff	Not Applicable	
	Finance	Not Applicable	
	Physical	Shared responsibility for Classroom equipment and materials.	
	Clients	Relevant School pupils.	
<b>Duties and key result areas:</b>			

### **Support for Pupils**

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.
2. Supervise and support children to access their learning.
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 classroom.
5. Encourage children to play and interact with one another.
6. Encourage children to engage in, and participate in learning activities lead by the class 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 class teacher.

### **Support for the Teacher**

1. Create and maintain a purposeful and orderly learning environment in line with lesson planning as provided by the supervising teacher.
2. Assist the supervising teacher with the planning of learning activities.
3. As directed by the class teacher:
  - Prepare the classroom prior to a lesson
  - Clear up after a lesson
  - Assist with the display of pupils' work
4. Report to the classroom teacher, as agreed, on:
  - Pupil problems
  - Pupil progress
  - Pupil achievements
5. Undertake the maintenance of pupils' records as directed by the class teacher.
6. Support the teacher in the management of pupil behaviour.
7. Gather information from parents and carers as directed by the class teacher.

8. Establish constructive relationships with parents and carers.
9. Administer routine tests and invigilate exams.
10. Undertake the routine marking of pupils' work e.g. routine spelling tests, routine maths tests etc.
11. Provide the classroom teacher with clerical and admin support, particularly:
  - Undertaking bulk photocopying
  - Word processing
  - Filing
  - Collecting money

#### **Support for the Curriculum**

1. Undertake structured and agreed teaching programmes, adjusting activities according to pupil responses.
2. Help pupils to understand instructions
3. Support pupil learning with respect to all of the local and national learning strategies
4. Support pupils in their use of ICT as directed by the class teacher
5. Prepare and maintain equipment and resources required to meet learning activities and to 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 classroom e.g. lunch times and outside the school e.g. school trips as directed by the class teacher and member 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.

<b>Work Arrangements</b>	
Transport requirements: Working patterns: Working conditions:	

**PERSON SPECIFICATION****BFS June 2018 Post 4**

<b>Post Title:</b> Teaching Assistant (Level 2)	<b>Director/Service/Sector:</b> Children's Services	<b>Ref:</b> SG17
<b>Essential</b>	<b>Desirable</b>	<b>Assess by</b>
<b>Knowledge and Qualifications</b>		
Good numeracy and literacy skills; NVQ 2 for teaching Assistants or equivalent qualifications	Completion of DfES Teaching Assistant Induction Programme;	(a), (i)
<b>Experience</b>		
Working with or caring for children of the relevant age		(a), (i)
<b>Skills and competencies</b>		
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 Understanding of codes of practice and recent relevant education initiatives; Good ICT skills and ability to use other types of learning technology:	CLAIT Level 1	(a), (i), (a),(r),(i) (a),(r), (i)
<b>Other</b>		
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