



The Warriner Multi Academy Trust

The Priors Teaching Assistant

Job Information	
Reporting to	Headteacher
Grade	Grade 4 Points 4-5 Grade 5 Point 5-7 for Level 2
Salary	£25,185-£25,584 Pro Rata (Grade 4) £25,584-£26,403 Pro Rata (Grade 5) Level 2
Hours /Weeks	31.25hrs Monday to Friday, 39 weeks (Term Time Only plus 5 inset days) 8.45am-3.30pm to include a 30 minute unpaid lunch break

General information:

Unqualified Teaching Assistant or LEVEL 2 - To work under the instruction/guidance of teaching/senior staff to undertake work/care/support programmes, to enable access to learning for pupils and to assist the teacher in the management of pupils and the classroom. Work may be carried out in the classroom or outside the main teaching area.

Main duties and responsibilities

SUPPORT FOR PUPILS

- Supervise and provide particular support for pupils, including those with special needs, ensuring their safety and access to learning activities
- Assist with the development and implementation of Individual Education/Behaviour Plans and Personal Care programmes
- Establish constructive relationships with pupils and interact with them according to individual needs
- Promote the inclusion and acceptance of all pupils
- Encourage pupils to interact with others and engage in activities led by the teacher
- Set challenging and demanding expectations and promote self-esteem and independence
- Provide feedback to pupils in relation to progress and achievement under guidance of the teacher

SUPPORT FOR TEACHERS

- Create and maintain a purposeful, orderly and supportive environment, in accordance with lesson plans and assist with the display of pupils' work
- Use strategies, in liaison with the teacher, to support pupils to achieve learning goals
- Assist with the planning of learning activities



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- Monitor pupils' responses to learning activities and accurately record achievement/progress as directed
- Provide detailed and regular feedback to teachers on pupils achievement, progress, problems etc
- Promote good pupil behaviour, dealing promptly with conflict and incidents in line with established policy and encourage pupils to take responsibility for their own behaviour
- Establish constructive relationships with parents/carers
- Administer routine tests and invigilate exams and undertake routine marking of pupils' work
- Provide clerical/admin. support e.g. photocopying, typing, filing, money, administer coursework etc.

SUPPORT FOR THE CURRICULUM

- Undertake structured and agreed learning activities/teaching programmes, adjusting activities according to pupil responses
- Undertake programmes linked to local and national learning strategies e.g. literacy, numeracy, KS3, early years recording achievement and progress and feeding back to the teacher
- Support the use of ICT in learning activities and develop pupils' competence and independence in its use
- Prepare, maintain and use equipment/resources required to meet the lesson plans/relevant learning activity and assist pupils in their use

TYPICAL TASKS:

- Prepare, deliver and participate in play opportunities/activities
- Set up and clear away after play sessions/activities
- Observe and provide feedback to supervisor on children's development, play and learning experiences
- Provide care for the children including: delivering and collecting small groups to and from school, ensuring safe return to appropriate person
- Prepare and serve refreshments/snacks and clear away
- Assist with induction of new staff, students and volunteers
- Administer first aid as appropriate and according to policies
- Assist with children's toileting and personal care
- Ensure that resources are maintained and clean, reporting loss/damage or low stock to supervisor
- Clean the facilities
- Work within the Children's Act, adhering to standards and guidelines
- Understand and ensure Child Protection procedures, H & S policies, confidentiality procedures are adhered to.



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PERSON SPECIFICATION

Experience

- Working with or caring for children of relevant age

Qualifications

- Good numeracy/literacy skills
- Completion of DfES Teacher Assistant Induction Programme
- NVQ 2 for Teaching Assistants or equivalent qualifications or experience
- Training in the relevant learning strategies e.g. literacy
- First aid training/training as appropriate

Knowledge & Skills

- Effective use of ICT to support learning
- Use of other equipment technology – video, photocopier
- Understanding of relevant policies/codes of practice and awareness of relevant legislation
- General understanding of national/foundation stage curriculum and other basic learning programmes/strategies
- Basic understanding of child development and learning
- Ability to self-evaluate learning needs and actively seek learning opportunities
- Ability to relate well to children and adults
- Work constructively as part of a team, understanding classroom roles and responsibilities and your own position within these