The Warriner Multi Academy Trust

Graven Hill Primary School

Teaching Assistant Level 2: with After School Club role
Job Description

Job Information	
Reporting to	Head Teacher
Grade	Grade 4
Salary	£26,017 - £26,429 Pro Rata
Hours /Weeks	Flexible hours agreed at interview – cover must include 3.15-5.15pm Term Time Only

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.

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
- Work as directed as 1-1 TA for student with EHCP
- 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
- 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 undertake routine marking of pupils' work
- Provide clerical/admin. support e.g. photocopying

SUPPORT FOR THE CURRICULUM

- Participate in delivering structured and agreed learning activities/teaching programmes, adjusting activities according to pupil responses
- Participate in delivering programmes linked to local and national learning strategies, 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

SUPPORT FOR THE SCHOOL

- 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
- Be aware of and support difference and ensure all pupils have equal access to opportunities to learn and develop
- Contribute to the overall ethos/work/aims of the school
- Appreciate and support the role of other professionals
- Attend and participate in relevant meetings as required
- Participate in training and other learning activities and performance development as required
- Assist with the supervision of pupils out of lesson times, including before and after school and at lunchtime
- Accompany teaching staff and pupils on visits, trips and out of school activities as required and take responsibility for a group under the supervision of the teacher

AFTER SCHOOL CLUB WORKER DUTIES

- To assist with providing and supervising safe play activities for children.
- To set out the equipment before each session commences and clear away at the end
- To foster each child's self-image and esteem and establish relationships which are based on mutual respect
- To provide a nutritious and healthy breakfast/tea for the children in the club
- To promote an understanding of health issues such as healthy eating, dental health
- To ensure good working relations between the parents and staff
- To provide and maintain equality of opportunity for all children and their families
- To follow the school's Behaviour Policy
- To provide support to children including first aid if trained
- To attend training as reasonably requested
- To assist with the supervision of pupils both indoors and outdoors, having due regard to Health and Safety regulations and Policy
- To liaise with school staff as required
- To complete any other duties required by the Headteacher or Leadership Team which may reasonably be requested

As an employee you have legal duties which include:

1. Taking reasonable care for your own health and safety and that of others who may be affected by what you do or do not do.
2. Co-operating with your employer on health and safety,
3. Correctly using work items provided by your employer, including personal protective equipment, in accordance with training or instructions, and
4. Not interfering with or misusing anything provided for your health, safety and welfare.
5.

The Warriner Multi Academy Trust is committed to safeguarding and promoting the welfare of children and young people and expects all staff and volunteers to share and demonstrate this commitment. This post involves regulated activity with children and is exempt from the Rehabilitation of Offenders Act 1974. The successful applicant will be subject to an Enhanced DBS check with Children's Barred List check, together with other relevant pre-employment checks. It is an offence to apply for this role if you are barred from engaging in regulated activity with children. Online searches may be conducted on shortlisted candidates in accordance with Keeping Children Safe in Education (KCSIE). We are committed to equality of opportunity and welcome applications from all sections of the community.

The Warriner Multi Academy Trust

Graven Hill Primary School

Teaching Assistant Level 2: with After School Worker role

PERSON SPECIFICATION

Experience

- Working with or caring for children of relevant age

Qualifications

- Good numeracy/literacy skills (ideally GCSE or equivalent)
- 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 polices/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

Safeguarding

- Commitment to safeguarding and promoting the welfare of children and young people.
- Understanding of individual safeguarding responsibilities and the importance of reporting concerns promptly.
- Ability to contribute to a safe, inclusive and respectful environment for children and young people.
- Commitment to maintaining appropriate professional boundaries, conduct and confidentiality.
- Willingness to undertake safeguarding training and comply with Trust safeguarding policies and procedures.

The Warriner Multi Academy Trust is committed to safeguarding and promoting the welfare of children and young people and expects all staff and volunteers to share and demonstrate this commitment. This post involves regulated activity with children and is exempt from the Rehabilitation of Offenders Act 1974. The successful applicant will be subject to an Enhanced DBS check with Children's Barred List check, together with other relevant pre-employment checks. It is an offence to apply for this role if you are barred from engaging in regulated activity with children. Online searches may be conducted on shortlisted candidates in accordance with Keeping Children Safe in Education (KCSIE). We are committed to equality of opportunity and welcome applications from all sections of the community.