

# TEACHING ASSISTANT – MATERNITY COVER

## Job Description and Person Specification



PRESTFELDE

300 Pupils · Co-educational Independent Preparatory School · Boarding · 3 - 13 years

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### PRINCIPAL ACCOUNTABILITIES

- To work under the direct instruction and guidance of the teaching staff to undertake work, care and 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 Personal Learning Plans / 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 TEACHER

- 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 the teacher 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.
- Undertake routine marking of pupils' work.

## **SUPPORT FOR 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, 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.

## **GENERAL**

- Assist with the supervision of pupils out of lesson times 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.
- Where required, to represent the School at internal and external events.
- 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.
- To undertake such other tasks relevant to the needs of the School or the role as these arise.
- To work towards and support the School's vision and objectives outlined in the School Development Plan.
- To work within the School's health and safety policy to ensure a safe working environment for staff, pupils and visitors.
- To work within the School's Diversity Policy to promote equality of opportunity for all pupils and staff, both current and prospective.
- Maintain high professional standards of attendance, punctuality and appearance and to conduct positive, courteous relations with pupils, parents and colleagues.
- The Teaching Assistant will be expected to fulfil any reasonable request made by the Class Teacher.
- All staff are required to adhere to the School's Child protection Policy Statement at all times. If, in the course of carrying out their duties, a member of staff becomes aware of any actual or potential risks to the safety or welfare of children in the School, these concerns must be reported to the School's designated Child Protection Officer.
- This job description is not exhaustive and will be reviewed as part of the appraisal process. It may be subject to modification or amendment at any time after consultation with the post holder.

## **PERSON SPECIFICATION**

### **Experience:**

- Working with or caring for children of the relevant age.

### **Qualifications:**

- Good numeracy/literacy skills.
- At least NVQ 1 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 and flexibly as part of a team, understanding classroom roles and responsibilities and your own position within these.

## **PROFESSIONAL DEVELOPMENT**

- To assist with any lesson observations when required.
- Engage actively in the Professional Development Programme.
- To participate in INSET days and attend courses as requested.

## **MONITORING AND TRACKING OF PUPIL PROGRESS**

- To assist with the monitoring of the pupils' progress and identify areas of strength and development.
- To assist with the assessment, recording and reporting on the development, progress and attainment of pupils.
- To assist the teacher with any work scrutiny projects.

## **ADDITIONAL INFORMATION**

Start Date: February 2019 (Maternity Cover)

Timetable: Monday – Friday (part-time hours 8am – 1pm)

Salary: £10,570

The School will match up to a 6% pension contribution from the employee (within The Pensions Trust).

Outstanding lunches are provided during term time only and are free of charge.

All employees benefit from the ability to use the School's sporting and recreational facilities.

This school is committed to safeguarding and promoting the welfare of children and young people and expects all staff and volunteers to share this commitment. An Enhanced Certificate from the Disclosure & Barring Service is required for this post prior to commencement.

## **AGREEMENT**

This job description will be agreed between the post holder and the manager to whom he / she is accountable to. It may be reviewed in light of experience, changes and developments.

All employees are responsible for ensuring they attend the relevant mandatory training as agreed with their manager. It is the employee's responsibility to ensure they follow the latest version of all policies and procedures which apply to them.

<b>POST HOLDER'S NAME:</b>	
<b>POST HOLDER'S SIGNATURE:</b>	
<b>DATE AGREED:</b>	

<b>MANAGER'S NAME:</b>	
<b>MANAGER'S SIGNATURE:</b>	
<b>DATE CONFIRMED:</b>	