

HILLBOROUGH INFANT AND NURSERY SCHOOL



JOB DESCRIPTION

TITLE: Teaching Assistant (2)

RESPONSIBLE TO: Headteacher/Line Manager/SLT

GRADE: L3

PURPOSE OF POST: Support the class teacher in all aspects of teaching and enhance learning opportunities for pupils, bringing to bear knowledge and practical experience gained through working with pupils.

ORGANISATION CHART: Headteacher/Line Manager/SLT

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Teaching Assistant (2)

PRINCIPAL RESPONSIBILITIES:

	<u>%</u>
1. Work with the class teacher, to contribute to the planning, teaching and learning in your year group providing classroom support.	10
2. Under the direction of the class teacher, follow agreed lesson plans and strategies to support the learning and overall development of individuals or groups of pupils. Prepare, maintain and deploy appropriate learning aids, materials and equipment as directed.	40
3. Contribute to the monitoring, recording and assessment of pupil progress.	10
4. Contribute to class room administration, preparation of materials and presentation of teaching areas.	15
5. Attend to the emotional and physical well-being of pupils, including the administering of medicine and general first aid and personal hygiene and related care. Assist with the general supervision of children on and off the premises as required.	10
6. Liaise with other professionals and parents as necessary.	2
7. Assist subject leaders in the management of resources as required.	3
8. Attend staff meetings and undertake professional development activities as required	5
9. To undertake any other reasonable duties of a similar level and responsibility as may be required from time to time.	5
10. To carry out all of the above with due regard to all school aims, values and policies, maintaining and respecting confidentiality.	

DIMENSIONS:

Supervisory Management: N/A

Financial Resources: N/A

Physical Resources: Classroom materials, equipment and resources

Other: N/A

CONTEXT: All support staff are part of a whole school team. They are required to support the values and ethos of the school and school priorities as defined in the School Improvement Plan. This will mean focussing on the needs of colleagues, parents and pupils and being flexible in a busy pressurised environment. A Teaching Assistant at this level could be deployed to support pupils for whom English is an additional language, to support named children with special educational needs (behavioural or medical), or generally.

This post meets the definition of 'Regulated Activity' as defined in the Safeguarding Vulnerable Groups Act 2006.

Because of the nature of this job, it will be necessary for an enhanced DBS check to be undertaken. This post is exempt from the Rehabilitation of Offenders Act 1974 and therefore applicants are required to declare all unspent cautions and convictions; and also any adult cautions (simple or conditional), and spent convictions that are not protected as defined by the Rehabilitation of Offenders Act 1974 (Exceptions) Order 1975 (as amended in 2020). A person's criminal record will not in itself prevent a person from being appointed to this post. Applicants will not be refused posts because of offences which are not relevant to, and do not place them at or make them a risk in, the role for which they are applying. However, in the event of the employment being taken up, any failure to disclose such offence, as detailed above, will result in dismissal or disciplinary action by the School / Authority.

Disclosures are handled in accordance with the DBS Code of Practice which can be accessed via www.disclosure.gov.uk

'The School is committed to safeguarding and promoting the welfare of children and expects all staff to share this commitment. Applicants must be willing to undergo child protection screening appropriate to the post, including checks with past employers and the Disclosure and Barring Service.'

Physical Effort: The job is likely to involve some lifting of children and equipment on a regular basis. Training will be provided.

Working Environment: There could be a frequent requirement to deal with vomit and bodily fluids when children are unwell.

Person Specification

This acts as selection criteria and gives an outline of the types of person and the characteristics required to do the job.

Essential (E) :- without which candidate would be rejected

Desirable (D):- useful for choosing between two good candidates.

Please make sure, when completing your application form, you give <u>clear examples</u> of how you meet the <u>essential and desirable</u> criteria.				
Attributes	Essential	How Measured	Desirable	How Measured
Experience	Some experience of working in an educational setting.	1,2	Experience of working with children with a range of needs.	1,2
	Some experience of planning, monitoring and assessment of pupils' work.	1,2	Experience of working co-operatively.	1,2
	Some experience with working with children with ASD.	1,2	Experience with working with children with ASD.	1, 2
Skills/ Abilities	Ability to communicate clearly and effectively at a range of levels and in different modes.	1,2	Ability to make use of ICT	1,2
	Able to support learning in Literacy and Numeracy at primary level.	1,2,5		
	Ability to contribute to report writing and assessment of children, keeping accurate records.	1,2,5		
Competencies	Demonstrable ability to organise oneself and support others.	1,2	Some knowledge of how children learn/curriculum requirements	1,2
	Appropriate motivation to work with young people.	1,2		
	Ability to form appropriate relationships with young people.	1,2		
	Emotional resilience in working with challenging behaviours.	1,2		
	Appropriate attitudes to use of authority and maintaining discipline.	1,2		
Equality Issues	Able to recognise common forms of discrimination and to report this if detected.	1,2		
	Some understanding of the issues in an urban multi-cultural context.	1,2		
	A clear understanding of Equal Opportunities in practice.	1,2		
Specialist Knowledge	An understanding of basic Health and Safety requirements.	1,2		
	Team Teach training.	1,2		

Education and Training	Willing to undertake necessary training and development including basic first aid.	1,2	NVQ3/ Other relevant qualifications	4
Other Requirements	Willingness to undergo all checks including DBS	1,2		

(1 = Application Form 2 = Interview 3 = Test 4 = Proof of Qualification 5 = Practical Exercise)

We will consider any reasonable adjustments under the terms of the Equality Act (2010) to enable an applicant with a disability (as defined under the Act) to meet the requirements of the post.

The Job-holder will ensure that Luton Borough Council's policies are reflected in all aspects of his/her work, in particular those relating to;

- (i) Equal Opportunities
- (ii) Health and Safety
- (iii) Data Protection Act (2018)

In addition to candidates' ability to perform the duties of the post, the interview will also explore issues relating to safeguarding and promoting the welfare of children including:

- Motivation to work with children and young people;
- Ability to form and maintain appropriate relationships and personal boundaries with children and young people;
- Emotional resilience in working with challenging behaviours; and, attitudes to use of authority and maintaining discipline.

CVs will not be accepted for any posts based in schools.