



# Moorlands Primary School

High Expectations, High Achievements, Challenge and Enjoyment for All

Moorlands Road, Huddersfield, HD3 3UH

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## Educational Support Assistant Grade 5

### Job purpose

As a Teaching Assistant you will support the classroom teacher in raising the learning and attainment of all pupils by providing a positive, nurturing, safe and inclusive learning environment for children where everyone is valued and encouraged to reach their full potential.

The role of a teaching assistant is extremely varied. You will generally support the teacher in the classroom helping to prepare lesson materials, creating displays, setting up and tidying classrooms ready for lessons. You will work with pupils to make sure they understand and will watch, record and report on their progress. Sometimes you will support in the classroom and other times in a separate area working with a smaller group, but you could also be asked to support school trips, run clubs and supervise the play area.

### Key areas of responsibility and expectations

- Carry out your duties under the guidance and direction of the Class Teacher and in line with the school's policies, procedures, relevant legislation, and requirements.
- Work professionally and be a positive role model, upholding and exemplifying the school values.
- Develop positive professional relationships with colleagues including, recognise and respect the role and contribution of colleagues, parents and stakeholders.
- Take responsibility for your own professional development and participate in relevant training/CPD to improve practice through observation, reflection, evaluation, and discussion with colleagues as required by the Head Teacher.
- Actively support the school's commitment to safeguarding and promoting the welfare of children and young people by following relevant statutory guidance along with the school's policies and practices. Refer to the school's website for further information.

### Teaching Support

- Provide one-to-one support to pupils or working with small groups of pupils on pre-planned activities, to reinforce the teacher's approach and to support learning.
- Ensuring that progress of pupils is clearly recorded in the relevant systems and relates to the learning objectives.
- Assist in structured and agreed learning activities/programmes under the direction of the teacher.
- Assist in supporting pupils in the use of IT, technology and other relevant resources to support learning.
- Undertake relevant training and development as required from time to time by senior leadership and be involved in ongoing development reviews of skills and competencies.
- Promote good pupil behaviour, dealing promptly with conduct and incidents in line with school policy and encourage all pupils to take responsibility for their own behaviour.
- Prepare materials and teaching aids, ensuring equipment or materials are suitable for the learning activities.

### Pupil Support

- Provide support and guidance under the direction of the teacher on a one-to-one basis or to a small group of pupils in their core skills and curriculum needs as per school policies/practices.
- Actively encourage the inclusion of all pupils to participate in the life and activities of the school and access the National Curriculum to the best of their ability.
- Contribute to plans, reviews, and evaluations of pupils by monitoring and recording pupils' progress and attendance at meetings as required.



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- Use behaviour management strategies i.e. de-escalation techniques and Team Teach, when necessary to ensure the safety of pupils and others.
- Deal with the personal care and minor medical treatments of pupils, i.e. toileting and intimate care issues (as per school guidance and direction).
- Provide lunchtime cover as required to supervise pupils during the lunchtime period in a range of activities both indoors and outdoors.

### **Curriculum Activities**

- Contribute to the presentation of pupils' work and maintenance of display areas.
- Assist with the preparation and tidying of the classroom and upkeep of resources.

### **Employee Specification**

To be shortlisted for the role, please demonstrate on your application form how you currently meet the "Essential" criteria, and the "Desirable" criteria wherever possible.

Knowledge, qualifications, skills and experience	Shortlisting criteria
Experience of working with children/young people.	Essential
GCSE in Maths & English or able to demonstrate equivalent level to update records and to assist pupils with their work.	Essential
Understanding of relevant policies/codes of practice and awareness of relevant legislation.	Essential
An awareness of how children learn, and the importance of supporting an effective learning environment.	Essential
Supportive and effective team member able to work as part of a team and take direction from others as well as work on own initiative at times.	Essential
Accepts an enhanced DBS and barred list check is required. Please note that a conviction may not exclude candidates from appointment but will be considered as part of the recruitment process.	Essential
Accepts standard screening plus any other medical screening as decided by the Occupational Health physician, appropriate to occupational risk. Any offer of employment is subject to satisfactory health clearance.	Essential
Commitment to ongoing training and development.	Essential
Professional qualification applicable to the role (Level 2 Supporting Teaching & learning in school) or able to demonstrate equivalent skills.	Desirable
Experience of working with children/young people in a school environment.	Desirable

The following criteria's which may involve written exercises, group discussions, presentations, interview etc. will be tested after the initial shortlisting and during the recruitment process.

Ability to demonstrate good reading, writing and numeracy skills to support pupils with their work.
Ability to communicate and engage with pupils and adults.
Ability to relate to children/young people from diverse social backgrounds.
Understanding of the school curriculum and other learning programmes.
Ability to work as a team member.
Awareness of a safeguarding procedures and issues.

### **General information**

This Job Profile is intended to provide an understanding and appreciation of the responsibilities of this job. It is not possible to specify every detail, and we expect you to work flexibly within your skills, knowledge and remit of the job.