



# Oaklands Infant School

## Teaching Assistant

### Job Description

|                           |   |
|---------------------------|---|
| <b>Job Title:</b>         | Teaching Assistant  |
| <b>Reports To:</b>        | Lower School Team   |
| <b>Grade:</b>             | Grade 3 (SCP5 - SCP6)   |
| <b>Salary:</b>            | £25584 FTE to £25989  |
| <b>Employment Status:</b> | Fixed Term  |
| <b>Hours of Work:</b>     | 26.66 hrs per week – Term Time Only<br>Plus additional Lunchtime Cover (Shifts TBC) |

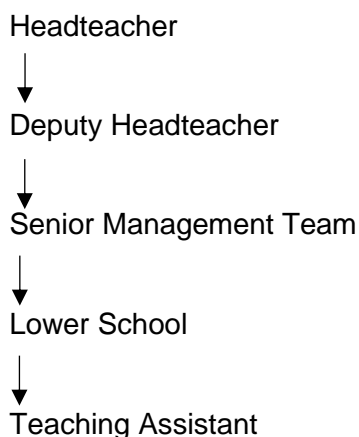
#### Job Purpose:

- Work with class teachers and colleagues to raise the learning and attainment of pupils.
- Promote pupils' independence, self-esteem, and inclusion.
- Give support to pupils, individually or in groups so they can access the curriculum, take part in learning and experience a sense of achievement.

#### Departmental/Team Purpose:

The purpose of the school is to meet the educational needs of children and young people within the local community

#### Organisation Chart:



#### Scope of Job

|  |      |
|--|------|
| Financial Accountabilities             | None |
| Staff Responsibilities                 | None |
| Number of Employees managed/supervised | None |
| Management of Physical Assets          | None |

**Summary of Main Contacts:**

- Pupils
- Teachers
- Governors
- Other School Staff
- Other Professionals
- Parents
- Corvus Learning Trust

**Main Tasks/Accountabilities**

|     |  |
|-----|--|
| 1.  | Demonstrate an informed and efficient approach to teaching and learning by adopting relevant strategies to support the work of the teacher and increase achievement of all pupils including, where appropriate, those with special educational needs and disabilities (SEND), EAL and PPG. |
| 2.  | Promote, support and facilitate inclusion by encouraging participation of all pupils in learning.  |
| 3.  | Use effective behaviour management strategies consistently in line with the school's policy and procedures.  |
| 4.  | Support class teachers with managing behaviour effectively to ensure a positive and safe learning environment.   |
| 5.  | Organise and manage teaching space and resources to help maintain a stimulating and safe learning environment.   |
| 6.  | Observe pupil performance and pass observations on to the class teacher.   |
| 7.  | Complete marking and feedback in line with school policy.  |
| 8.  | Use IT skills to advance pupils' learning.   |
| 9.  | Contribute to effective assessment and planning by supporting the monitoring, recording and reporting of pupil performance and progress.   |
| 10. | Read and understand lesson plans shared prior to lessons.  |
| 11. | Work with the class teacher to prepare the classroom for lessons.  |
| 12. | Undertake any other relevant duties given by the class teacher or SLT.   |
| 13. | First Aid and break time/lunchtime playground supervision.   |
| 14. | Attend staff training, after school meetings, school educational trips and special occasions in the school's annual calendar (if appropriate).   |

## Person Specification

### Knowledge/Qualifications:

- Desirable - Level 2 or 3 Certificate in Supporting Teaching and Learning in Schools, Level 3 Diploma in Childcare and Education, or other relevant qualification in nursery work or childcare (or willingness to work towards a qualification if not already held).
- Essential - GCSEs at grades 9 to 4 (A\* to C) including English and maths.

### Skills/Abilities:

- Good literacy and numeracy skills.
- Good organisational skills.
- Ability to build effective working relationships with adults and pupils.
- Skills and expertise in understanding the needs of all pupils.
- Knowledge of how to help adapt and deliver support to meet individual needs.
- Subject and curriculum knowledge relevant to the role, and ability to apply this effectively in supporting teachers and pupils
- Positive behaviour management
- Excellent verbal communication skills
- Active listening skills
- Ability to remain calm in stressful situations.
- Knowledge of guidance and requirements around safeguarding children
- Good IT skills, particularly using IT to support learning.
- Understanding of roles and responsibilities within the classroom and whole school context
- Understanding of effective teaching methods
- Knowledge of how to successfully lead learning activities for a group of children

### Experience:

At least two years' experience of working with children .

Experience of planning and leading teaching and learning activities

### Personal Qualities:

- Enjoyment of working with children.
- Sensitivity and understanding, to help build good relationships with pupils.
- A commitment to getting the best outcomes for all pupils and promoting the ethos and values of the school.
- Commitment to always maintaining confidentiality.
- Commitment to safeguarding pupil's wellbeing and equality.

### Special Factors:

- Needs to work flexibly to accommodate educational trips (may include residential).
- Responsibility for administering first aid if required, following training.
- Willing to provide Intimate Care (Training applicable)
- Lunch cover playground duties

## Safeguarding Statement

Oaklands Infant School is part of the Corvus Learning Trust. The Corvus Learning Trust is committed to safeguarding and promoting the welfare of children and expects all staff, volunteers and individuals that work with our pupils to share this commitment. All successful applicants will be required to undergo an enhanced DBS check.