The Downs Church of England Primary School

JOB DESCRIPTION

TEACHING ASSISTANT 1:1 support (High Needs Funded post)

The Downs CEP School is looking to appoint a teaching assistant to join our team from September 2023. This is a term time temporary contract linked to individual support, and specific funding, for a specific pupil.

Are you an enthusiastic and inspirational teaching assistant?

Are you passionate about helping young people fulfil their potential? Do you have experience working with children in the primary range?  Do you have the ability to inspire children and encourage them to grow in independence and self-confidence? Would you like to be given the opportunity to support children in their learning? Then look no further.

We are seeking to appoint a hardworking and friendly Teaching Assistant to support a pupil with Communication and Interaction (C&I) and Social, Emotional and Mental Health needs (SEMH).

You will have experience of working with pupils who have C&I & SEMH needs. You will have experience in enabling high quality inclusive provision that runs alongside the mainstream curriculum and be able to think outside of the box in a variety of situations. You will be skilled in delivering a range of interventions and will be working alongside parents and professionals including The Specialist Teaching and Learning Service (STLS). Support during unstructured play such as playtimes and lunchtimes will also be required.

You will need to have a high level of literacy and numeracy and experience of improving outcomes for pupils both academically and socially and emotionally. We are looking for people who are determined to secure the absolute best for each pupil and will work hard to ensure every child achieves everything they are capable of.

**Interview process**

If you decide to apply for this post, please complete the application form. Your supporting statement should be no longer than 2 sides of A4 and should address the selection criteria detailed in the Person Specification.

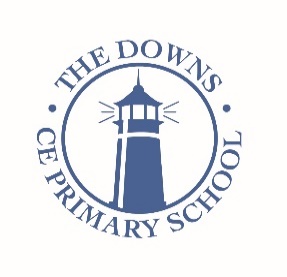
Shortlisting will commence on Tuesday 31st October and interviews will be held on Monday 6th November.

We hope you find the information in this pack useful. Should you have any further queries, please do not hesitate to contact the school office on 01304 372486 or email [secretary@downs.kent](mailto:secretary@downs.kent).sch.uk

In April 2019, The Downs CEP school became a founding member of the Deal Education Learning Alliance Trust (DEALT) which is a MAT comprised of seven local primary schools within Deal and the surrounding villages. This unique and exciting collaboration of local schools work together to ensure the very best outcomes for all pupils and their families within our town. Whilst your teaching post will be at The Downs CEP, your contract will be with DEALT.

*The successful candidate(s) will have to meet the requirements of the person specification and will be subject to an enhanced DBS check. Only applications submitted on the Kent Teach application form will be considered. We welcome applications regardless of age, gender, ethnicity or religion.*

*The Downs CEP School is committed to the protection and safety of its pupils. Any job offer will be subject to a satisfactory DBS check, two references and proof of qualifications.*



The Downs Church of England Primary Schools

**JOB DESCRIPTION:** TEACHING ASSISTANT – 1:1 support (High Needs Funded post)

**Salary:** Grade: KR4 pro-rata

**Hours:**  25 hours linked to HNF

*(This is a term time temporary contract linked to individual support for a specific pupil in KS2)*

**Responsible to:** SENco and class teacher

**Purpose of the Job:**

To work under the direction and guidance of the class teacher and senior leadership team to assist in the educational and social development of all pupils.

To work within our School, Christian and British values in school, paying due attention and regard to our school policies.

To support the learning of the pupil to enable them to become fully integrated into their mainstream classes, by developing improved learning behaviours and delivering a bespoke curriculum alongside the mainstream curriculum.

**Duties and Responsibilities:**

*Support for the resources and record keeping:*

* Participate in the implementation of class provision maps and personalised plans for pupils as designed by the teacher and SENCO.
* Duties will include monitoring the progress of all pupils both educationally and socially.
* To follow the school procedures for safeguarding all children.
* Maintain accurate records and ensure that all documentation of interventions are recorded and filed appropriately (especially matters of confidentiality and Child Protection).
* Make resources/gather materials for teachers and/or pupil (as directed by the class teacher) and assist in the clearing away of the materials to ensure effective safety and efficient teaching.
* To act as a role model by behaving in the way we expect the children to behave, for example by making sure the space you are working in is tidy and organised or by picking up litter.

*Care and support of the pupils:*

* To assist in the support and inclusion of all pupils.
* To provide support for individual pupils within a group or class situation to enable them to participate fully in class activities; to be prepared to work with small groups of children both in and out of the class.
* Work with the individual/group programmes devised by other professionals, e.g. STLS etc.
* Support pupils with emotional and/or behavioural problems and assist with the development of social skills to promote positive behaviour patterns, raise self-esteem and improve independent working.
* Supervise in PE sessions, lunch and playtimes (as directed) to ensure the continued safety of the pupils.
* To tend to the hygiene and the physical need of the individual pupils

*Support during learning activities:*

* Support to be given following the direction of the class teacher.
* Liaise with the class teacher in order to understand the objective of each lesson.
* Understand the assessment criteria to be used for each session and feedback required by the class teacher.
* Assist in the national and school based assessments and their arrangements e.g. SATs, reading tests.

*Support for colleagues:*

* Assist the teacher with observation and monitoring of the progress of the pupils.
* Participate and supervise pupils in off-site activities as directed by the class teacher or senior leadership team e.g. educational trips, walks etc.
* To deliver the content of the lesson planned (by the class teacher) for individual/small group work.
* Liaise, after consulting with the class teacher, with parents and other agencies as necessary.
* To observe strict confidentiality on all matters concerning pupils and school matters.
* To be aware of and observe Health and Safety Practices at all times.

*Supporting your own Professional Development:*

* To train and develop skills and expertise, both generally and specifically.
* To review and reflect on your own progress and development.
* To be an active participator in the appraisal process.

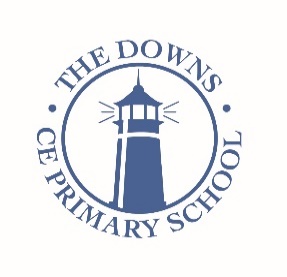
Specific Responsibility for:

*Teaching assistants will be allocated an area of responsibility (e.g. displays, lost property, house points, resources etc.)*

This job description describes in general terms the normal duties which the post holder will be expected to undertake. However, the job description or the duties contained therein may vary or be amended from time to time without changing the level of responsibility associated with this post.

Signed…………………………………………………………..(Head Teacher) Date \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

Signed………………………………………………………….. (Teaching Assistant) Date \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

 The Downs Church of England Primary School

**Person Specification for Teaching Assistant 1:1 HNF funded post**

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| --- | --- | --- | --- |
| Our requirements of you | | | |
|  | **ESSENTIAL** | **DESIRABLE** | **Method of Assessment** |
| **Professional qualifications and training** | * GCSE English and Maths grade C or above (or equivalent). * Knowledge and skills supporting teaching and learning including knowledge of a specialist aspect of supporting learning and teaching or equivalent experience. | * Paediatric First Aid qualification would be an advantage. * Learning Support Assistant Level 3 qualification | Application form |
| **Experience** | * Successful relevant experience of working with children with specific needs. * Experience of working in a mainstream primary school. * Able to provide physical and personal care (dressing, toileting) | * Experience of BRP or similar reading strategies. * Handling and Moving training | Application form  References  Interview/Task |
| **Knowledge and Understanding** | * Have good working knowledge of relevant policies and procedures relating to child protection, health, safety, security, equal opportunities and confidentiality. * Experience of delivering programmes devised by other professionals, e.g. STLS etc. * Know how to challenge and differentiate for children of varying ability. | * Experience of using clicker 7/8, communicate in Print or Widget * Experience of TEACCH programme * Experience of using a sensory room * Experience of write dance, sensory circuits, fizzy and clever hands | Application form  Interview/Task |
| **Characteristics and Competencies** | * Ability to develop good personal relationships within a team * Have necessary skills to manage and supervise individual pupil safely – be fit and active * Ability to be able to use a range of strategies to deal with pupil behaviour – empathetic but able to set firm boundaries * Ability to use specialist equipment/ materials and be able to demonstrate and assist others in their use. * Be able to devise and implement structured learning activities, under the direction of the teacher, and be able to evaluate their effectiveness and measure pupils’ progress, giving feedback as required. * Ability to relate well to children and adults, understanding their needs and being able to respond accordingly. * Good communicator – be approachable and remain professional at all times when speaking with parents * Good influencing skills to encourage pupils to interact with others and be socially responsible. * Self-motivated with an appetite and stamina for challenging work. * Able to initiate ideas and put them into practice. | * The ability to contribute to an extra-curricular area. * Commitment to further training/study to widen knowledge base | Application form  References  Interview/Task |

*Evidence that the candidates meet the essential requirements will be considered during shortlisting from the application form and any personal statement provided.*

*At interview, candidates will be expected to answer questions about the teaching standards, along with personal qualities and skills and other areas not highlighted in application form or statement. The interview will also explore issues relating safeguarding and promoting the welfare of children.*