

South Avenue Primary School

FULSTON MANOR ACADEMIES TRUST



Vacancy: Teaching Assistant/1:1

RESPONSIBLE TO: Head of School

The successful candidate will carry out the duties of a class-based teaching assistant, working under the direction of the class teacher, supporting the whole class, groups or individual children as required. The successful candidate will also provide support at lunchtime.

Job Role:

Contribute to the management of pupil behaviour

- Promote school policies on pupil behaviour
- Support implementation of strategies to manage behaviour
- Employ strategies for behaviour management and report any problems to the teacher
- Report any progress towards targets for children with Special Educational Needs to the class teacher
- Provide level of attention appropriate to pupil's needs, modifying approach to ensure that desired outcomes are achieved
- Deal with any disruption and report to the teacher any difficulties that you are unable to overcome

Establish and maintain relationships with individuals and groups

- Establish relationships with individuals
- Establish relationships with groups

Support children during learning activities

- Provide support for learning activities
- Obtaining equipment
- Providing help with learning tasks
- Feeding back to the teacher on progress made
- Promote independent learning
- Encouraging children to take responsibility for their own learning and promoting development of self-esteem

Review and develop own professional practice

- Take part in regular review of practice and take advantage of development opportunities
- Setting personal targets and attending relevant courses/in-service training

Assist in preparing learning environment

- Prepare resources and materials as required.
- Assist in setting out learning materials and set out materials for use appropriate to the planned activities
- Confirm type and quantity of materials with teacher

Contribute to maintaining pupil records

- Confirm role and responsibility for helping to maintain record with teacher
- Confirm understanding of purpose and nature of relevant pupil records with teacher
- Update relevant records at agreed time intervals
- Ensure that contributions are accurate, complete and up to date

Observe and report on pupil performance

- Use knowledge of observation techniques and understanding types of reporting, including verbal and written
- Carrying out observations after consultation with the teacher about purpose
- Record findings in agreed format

Contribute to planning of learning activities

- Understand the most effective way in which to support learning for a given task
- Understand the needs of pupil/s with whom working

- Discuss expected learning outcomes with teacher and agree upon success criteria
- Provide feedback for teacher on outcomes of learning activity

Promote social and emotional development of children

- Support children in developing appropriate relationships
- Help to develop self-esteem of children and employ strategies agreed by school via policies to raise self-esteem, such as rewards system and praise
- Along with other members of the team, help to resolve difficulties between children amicably and with regard to school policies

Support maintenance of pupil safety

- Demonstrate awareness of symptoms associated with minor health problems and respond appropriately, for example with regard to asthma, allergies etc.
- Have full knowledge of Health and Safety policy
- Report any illness to teacher or other member of staff responsible for dealing with pupil health

Contribute to health and wellbeing of children

- Use strategies for assisting children to settle into new settings.
- Recognise signs of distress and offer reassurance

Support use of ICT in the classroom

- Knowledge of the sorts of equipment available in school and where to find them
- Use procedure for reporting technical faults
- Use procedure for allocating ICT equipment for classroom use
- Prepare equipment for use
- Support classroom use of equipment

Help children to develop literacy and numeracy skills

- Knowledge of school's policies for literacy and Numeracy
- Working with individuals and groups on number or literacy tasks

Provide literacy/numeracy support to allow access to curriculum

- Apply knowledge of intervention strategies to support children with literacy and numeracy difficulties
- Supporting access to the curriculum through provision of support for literacy/numeracy difficulties

Liaison with other team members and parents in a professional manner

- Awareness of school policies for communicating with parents and carers; policies for care and wellbeing of children; school's policy for confidentiality; policy and procedure for parents' access to teaching staff and Headteacher
- Interacting appropriately and professionally with teachers and other colleagues and parents/carers
- Contributing effectively to planning of joint actions within the team
- Refer matters beyond competence and role to other professionals in school
- Care for children in ways that have regard for their home values and practices, complying with parents' wishes
- Reassure parents who express concerns about their children
- Ensure that parents' requests to see a teacher are dealt with promptly
- Pass on concerns about children to relevant people in the school

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.

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