

JOB DESCRIPTION

TEACHING ASSISTANT (Northbourne CEP)

The Federation of The Downs and Northbourne CEP is looking to appoint a teaching assistant to join our team at Northbourne CEP for January / February 2019. This is a temporary contract, linked to individual support for a specific pupil, until the end of the academic year 2019.

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 have the opportunity to support a child with ASD in their learning and development?

We are seeking to appoint a hardworking and friendly Teaching Assistant to support a pupil with ASD in our EYFS class. You will ideally have experience of working with pupils in a school or nursery setting. You will need to have a high level of literacy and numeracy and some experience of improving outcomes for pupils both academically, emotionally and socially. We are looking for someone who is determined to secure the absolute best for children and will work hard to ensure they achieve everything they are capable of. As well as in the classroom, some support during unstructured play such as playtimes and lunchtimes will also be required.

Interview process

Deadline for applications: Monday 7th January 2019 (12 noon)

Shortlisting: Tuesday 8th January 2019

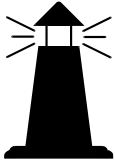
Interviews: Monday 14th January 2019

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.

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 611376 or email secretary@northbourne.me

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 Federation of The Downs and Northbourne CEP Schools 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.



JOB DESCRIPTION: TEACHING ASSISTANT

Salary: Grade: KR3 pro-rata

Hours: 21.5 hours a week, this includes 2.5 hours lunchtime provision
(This is a temporary contract linked to individual support for a specific pupil, until the end of the academic year 2019)

Responsible to: SENco and class teacher

Purpose of the Job:

To work under the direction and guidance of the class teacher and SENco to assist in the educational and social development of a specific ASD pupil.

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

To be prepared to support PPA and/or class cover if requested.

Duties and Responsibilities:

Support for the resources and record keeping:

- Participate in the implementation of class provision maps and individual SEN 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 pupils (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.

Care and support of the pupils:

- To assist in the support and inclusion of all pupils.
- To provide support for the specific pupil, 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. speech therapist, occupational therapist 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 and at playtimes (as directed) to ensure the continued safety of the pupils.

Support during learning activities:

- Support to be given following the direction of the class teacher and SENco.
- 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.

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, SENco or Head of School e.g. educational trips, walks etc.
- 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.

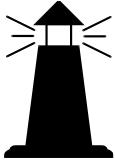
This job description describes in general terms the normal duties which the post holder will be expected to undertake. However, the job description or the duties contained therein may vary or be amended from time to time without changing the level of responsibility associated with this post.

Signed.....(Headteacher)

Date _____

Signed..... (Teaching Assistant)

Date _____



**Person Specification for Teaching Assistant
(Northbourne CEP)**

Our requirements of you			
	ESSENTIAL	DESIRABLE	Method of Assessment
Professional qualifications and training	<ul style="list-style-type: none"> GCSE English and Maths Grade C or above (or equivalent). 	<ul style="list-style-type: none"> Paediatric First Aid qualification would be an advantage. Learning Support Assistant Level 3 qualification. 	Application form
Experience	<ul style="list-style-type: none"> Successful relevant experience of working with children. Experience of working in a primary school or nursery setting. Know how to challenge and differentiate for children of varying ability. 	<ul style="list-style-type: none"> Experience of delivering intervention strategies in a primary school or nursery setting. Handling and Moving training. Experience of working with children with a special educational need. 	Application form References Interview/Task
Knowledge and Understanding	<ul style="list-style-type: none"> Have good working knowledge of relevant policies and procedures relating to child protection, health, safety, security, equal opportunities and confidentiality. 	<ul style="list-style-type: none"> Experience of delivering programmes devised by other professionals, e.g. speech therapist, OH etc. 	Application form Interview/Task
Characteristics and Competencies	<ul style="list-style-type: none"> Ability to develop good personal relationships within a team. Have necessary skills to manage and supervise whole class or group activities safely. Ability to be able to use a range of strategies to deal with pupil behavior. 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 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. 	<ul style="list-style-type: none"> 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 regarding personal qualities and skills and other areas not highlighted in application form or statement. The interview will also explore issues relating to safeguarding and promoting the welfare of children.