The Federation of The Downs & Northbourne



Church of England Primary Schools

JOB DESCRIPTION

TEACHING ASSISTANT

(The Downs CEP)

The Federation of The Downs and Northbourne CEP is looking to appoint a teaching assistant to join our team at The Downs CEP as soon as possible. This is a term time temporary contract linked to individual support 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 lead group sessions and 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 Cerebral Palsy in our Year 2 class.  You will have experience of working with pupils with physical difficulties and in providing personal and physical care. You will have experience in enabling high quality inclusive provision. You will be skilled in delivering a range of interventions and in working alongside parents and professionals including physiotherapists and the Speech and Language Therapy Service. 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 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**

Deadline for applications: Thursday 7th March 2019 *(12 noon)*

Shortlisting: Friday 8th March 2019

Interviews: Week beginning 11th March 2019 (TBC)

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 372486 or email [secretary@thedowns.me](mailto:secretary@thedowns.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.*

The Federation of The Downs & Northbourne



Church of England Primary Schools

**JOB DESCRIPTION:** TEACHING ASSISTANT

**Salary:** Grade: KR3 pro-rata

**Hours:**  25 hours a week in class plus 2.5 hours lunchtime provision

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

**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 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, 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. 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.
* To tend to the hygiene and the physical need of the individual pupils, and assist the early years pupils to dress and undress for PE.

*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 class cover, or for 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.
* To inform the school of anything they should know as a result of the PPA/teaching time.

*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 postholder 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 of School) Date \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

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

The Federation of The Downs & Northbourne



Church of England Primary Schools

**Person Specification for Teaching Assistant**

**(The Downs CEP)**

|  |  |  |  |
| --- | --- | --- | --- |
| 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. * Experience of working in a mainstream primary school. * Know how to challenge and differentiate for children of varying ability. | * Experience of BRP or similar reading strategies. * Handling and Moving training * Able to provide physical and personal care (dressing, toileting, physiotherapy) | 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. speech therapist, OH etc. | Application form  Interview/Task |
| **Characteristics and Competencies** | * Ability to develop good personal relationships within a team * Have necessary skills to manage and supervise whole class activities safely * Ability to be able to use a range of strategies to deal with pupil behavior * 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 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.*