The Federation of The Downs & Northbourne



Church of England Primary Schools

JOB DESCRIPTION

1:1 / Small group teaching assistant

(The Downs CEP)

The Federation of The Downs and Northbourne CEP are looking to appoint a teaching assistant to join our team at The Downs CEP as soon as possible.

***Are you an enthusiastic and inspirational teaching assistant with a special interest in supporting children’s academic resilience?***

If you are dedicated and passionate about learning and teaching, then this could be the position for you. We are offering a real opportunity to make a positive impact in our school. The role will include working 1:1 and with small groups to deliver specific interventions and support around behaviour to allow children access to all areas of learning. There may be opportunities for supporting in other teams across the school as well as some whole class support or cover which might include PPA in the absence of a TA or teacher.

You will need to have a high level of literacy and numeracy and experience of improving outcomes for pupils both academically, emotionally and socially. 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: Wednesday 30th October 2019

Shortlisting: Friday 1st November 2019

Interviews: Week beginning 4th November 2019

If you decide to apply for this post, please complete a supporting statement that 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 Stacey or Tracy

In April 2019, The Federation of The Downs and Northbourne CEP schools 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 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.*

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**JOB DESCRIPTION:** INCLUSION TEACHING ASSISTANT (ITA)

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

**Hours:**  25 hours (9.00-12.00/13.00-15.00)

**Responsible to:** SENco and class teacher

**Purpose of the Job:**

To work under the direction and guidance of the SENCO and senior leadership team to assist in the educational, emotional 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 individual/groups of children across the team to enable them to become fully integrated into their mainstream classes, by developing improved learning behaviours and closing the gap in their learning.

To be prepared to support cover for colleagues, 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 SENCO and senior leadership team.
* Duties will include monitoring the progress of all pupils both educationally, emotionally and socially by collating, interpreting and monitoring entry and exit data for interventions.
* 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 pupils
* 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 behavioural and/or learning difficulties and assist with the development of basic skills to promote positive learning behaviours, raise self-esteem and improve independent working.
* 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:*

* To assist in the implementation of a suitable programme of support for the individual pupils and participate in monitoring progress in identified areas of need.
* To co-ordinate, plan, prepare and deliver specified learning activities to individuals, small groups and/or classes modifying and adapting activities as necessary under the direction and supervision of the SENCO and senior leadership team.
* To work in partnership with teaching staff managing behaviour within the classroom and supporting pupils outside of the classroom, helping them to re-engage with their learning.
* Taking into account the special needs involved, to aid the pupil to access the curriculum and learn as effectively as possible by:
  + Motivating and encouraging the pupil
  + Providing/reinforcing the pupils self esteem
  + Assisting with organisation of study skills
  + Clarifying and explaining instructions
  + Assisting in targeted areas of need
  + Helping pupils to concentrate on and finish work set
  + Attending to the needs of pupils as required whilst encouraging independence.
  + Liaising with teacher devising complementary learning activities.
* 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 SENCO, team leader or class teacher, with parents and other agencies as necessary.
* To provide short-term cover as directed.
* 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 your time with the pupils.

*Supporting your own Professional Development:*

* To train and develop skills and expertise, both generally and specifically.
* To regularly review and reflect on your own progress and development.
* To be an active participant 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…………………………………………………………..(Head of School) Date \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

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

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**Person Specification for Inclusion Teaching Assistant**

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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. * Clean driving license – willingness to drive minibus | 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 working with disaffected children | * Experience of BRP or similar reading strategies, phonics, speech and language, dyslexia, dyscalculia, ADHD, ASD, improving memory skills, improving fine motor skills * Counselling/Drawing and Talking | 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. * Knowledge of a range of additional educational needs that may affect the emotional welfare and behaviour of young people. * Able to co-ordinate, plan, prepare, modify and deliver specified learning activities | * Experience of delivering programmes devised by other professionals, e.g. speech therapist, OH etc. * Willingness to train in specific areas and take a lead on training others | 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 * Interest in supporting children at sporting events | 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.*