

Shears Green Infant School

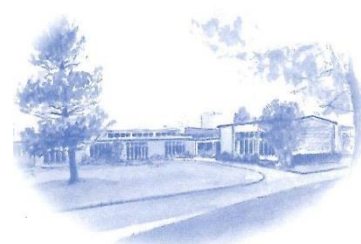


Packham Road
Northfleet
Kent
DA11 7JF

TEL: 01474 566700

Website: www.shearsgreeninfantschool.co.uk

Head Teacher: Mrs Hayley Kotze BEd Hons, NPQH
headteacher@shears-green-infant.kent.sch.uk



SHEARS GREEN INFANT SCHOOL

Job Description

Title: Teaching Assistant – until July 2020

Salary: Kent Range 3 £17,365 FTE

Responsible to: Headteacher, Inclusion Manager, Year Group Manager,
as appropriate

Summary: To support the teaching staff in the teaching and welfare of the children so as
to foster their physical, intellectual and emotional growth

Hours: 31.20 hours per week – term time

Principal Duties/Responsibilities:

- 1 To aid the pupil to learn as effectively as possible both in group situations and on his/her own by, for example:
 - Clarifying and explaining instructions.
 - Ensuring the pupil is able to use equipment and materials provided.
 - Motivating and encouraging the pupil(s) as required by providing levels of individual attention, reassurance and help with learning tasks as appropriate to pupils' needs.
 - Assisting in weaker areas, e.g. speech and language, reading, spelling, numeracy, handwriting/presentation etc.
 - Using praise, commentary and assistance to encourage the pupil to concentrate and stay on task.
 - Liaising with class teacher, SENCO and other professionals about personalised learning plans, contributing to the planning and delivery as appropriate.
 - Providing additional nurture to individuals when requested by the class teacher or SENCO.
 - Consistently and effectively implementing agreed behaviour management strategies.
 - Helping to make appropriate resources to support the pupil.
 - Supporting and developing pupil's independence with health care needs.
- 2 To establish supportive relationships with the pupil concerned.
- 3 To promote the acceptance and inclusion of the pupil with SEN, encouraging pupils to interact with each other in an appropriate and acceptable manner.

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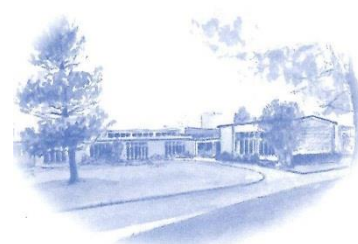


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- 4 To be aware of and will adhere to the Health and Safety Policy within the school.
- 5 Additional duties will be required which will be inline with Job description as directed by Headteacher.

Person Specification

We are looking for someone who is friendly, child centred, caring, open and honest. They need to be supportive, and a good team player, with confidentiality a priority.

The need to have the following:

- a) A Good standard of general education (i.e NVQ level 3 or equivalent) together with good numeracy and literacy skills.
- b) Previous experience (1-2 years) of working with children.
- c) Previous experience of working with children with social, emotional and mental health difficulties including a range of visual resources and the use of social stories, (some training can be given and appropriate strategies) would be desirable.
- d) Use of basic technology (computer, dvd, photocopier)
- e) Knowledge of policies and procedures relating to child protection, health and safety, teaching and learning, positive behaviour management, security, equal opportunities and confidentiality.
- f) Have the ability to relate well to children and adults, understanding their needs and being able to respond accordingly.
- g) Good interpersonal skills.
- h) Able to encourage pupils to interact with others and be socially responsible.
- i) Be able to adapt strategies to meet the needs of individual pupils.
- j) Demonstrate skills to contribute to planning, monitoring, assessment and class management

Shears Green Infant School is committed to recruiting with care and safeguarding and promoting the welfare of children and young people and expects all staff and volunteers to share this commitment