Swingate Primary School 

JOB DESCRIPTION Teaching Assistant and Forest School Lead

**RESPONSIBLE TO: Head of School**

**The Governors of Swingate Primary School seek to appoint staff who will contribute positively to a culture of teamwork, collaboration and shared responsibility for high standards and performance in order to ensure the children at Swingate Primary School receive the best possible opportunities they can.**

Swingate Primary School is committed to safeguarding and promoting the welfare of children and young people and requires all staff to share this commitment.

**PURPOSE OF JOB**

**To assist the teachers in a range of duties to support the educational, emotional and social needs of the pupils.**

**Role**

* To provide teaching support to children, individually or in groups, in all areas of the curriculum, under the guidance of the class teacher
* To liaise with class teachers and the senior teachers in preparation for, and feedback from support sessions, as appropriate.
* To assist in drawing up and undertaking the delivery of the individual pupil learning programmes, whether in withdrawal groups or within the classroom, to ensure delivery of the individual’s targets.
* To prepare differentiated work/materials for pupils’ use (under the direction of a teacher).
* To assist the teacher with observation and monitoring of the progress of children, and in maintaining accurate records.
* To promote positive behaviour, raise self-esteem and improve independent working in children to assist with their education and growth.
* To assist the teacher where necessary with the preparation of the classroom and clearing away of the materials to ensure effective and efficient teaching.
* To liaise with supply staff if covering absence
* To supervise children when on trips
* Where appropriate to assist in the physical well-being of the pupils.
* To supervise in Physical Education lessons and at playtimes to ensure the continued safety of children.
* To supervise pupils in the dining areas, playgrounds and other parts of the school premises at lunchtimes, to ensure the continued safety of children.
* To provide welfare support to the pupils, including undertaking first aid duties (depending on training)
* To assist with associated ancillary duties at lunchtimes, e.g. cleaning up spillages, ensuring tables are clean etc.
* To engage children in developmental play in the playground.
* To participate in In-Service Training and attend staff meetings as required.
* To carry out any other reasonable tasks and duties asked by the Headteacher commensurate with this post.

**PERSONNEL SPECIFICATION**

**The person we are looking for must:**

* Enjoy working with children
* Have a good general education
* Hold Forest School Certification
* Have some computer literacy or be willing to learn and develop computer skills
* Hold NVQ level 3 or better Classroom Assistant qualification or equivalent
* Possess excellent interpersonal skills, diplomacy and tact for dealing with difficult situations
* Have the ability to work alone or as part of a team and to prioritise own workload
* Have previous experience in assisting with the education of children

**We follow the guidance for good teaching assistants and use the 4 strands for identification of good and better practice.**

**These four standards are not separate but interdependent.**

***Personal and professional conduct***

*Teaching assistants should uphold public trust in the education profession by:*

* ***Having proper and professional regard for the ethos, policies and practices of the school*** *in which they work as professional members of staff.*
* ***Demonstrating positive attitudes, values and behaviours*** *to develop and sustain effective relationships with the school community.*
* ***Having regard for the need to safeguard pupils’ well-being*** *by following relevant statutory guidance along with school policies and practice.*
* ***Upholding values consistent with those required from teachers*** *by respecting individual differences and cultural diversity.*
* ***Committing to improve their own practice*** *through self-evaluation and awareness.*

***Knowledge and understanding***

*Teaching assistants are expected to:*

* ***Share responsibility for ensuring that their own knowledge and understanding is relevant and up to date*** *by reflecting on their own practice, liaising with school leaders, and identifying relevant professional development to improve personal effectiveness.*
* ***Take opportunities to acquire the appropriate skills, qualifications, and/or experience*** *required for the teaching assistant role, with support from the school/employer.*
* ***Demonstrate expertise and skills in understanding the needs of all pupils*** *(including specialist expertise as appropriate) and know how to contribute effectively to the adaptation and delivery of support to meet individual needs.*
* ***Demonstrate a level of subject and curriculum knowledge*** *relevant to their role and apply this effectively in supporting teachers and pupils.*
* ***Understand their roles and responsibilities within the classroom and whole school context recognising*** *that these may extend beyond a direct support role.*

***Teaching and learning***

*Teaching assistants are expected to:*

* ***Demonstrate an informed and efficient approach to teaching and learning*** *by adopting relevant strategies to support the work of the teacher and increase achievement of all pupils including, where appropriate, those with special educational needs and disabilities.*
* ***Promote, support and facilitate inclusion*** *by encouraging participation of all pupils in learning and extracurricular activities.*
* ***Use effective behaviour management strategies consistently*** *in line with the school’s policy and procedures.*
* ***Contribute to effective assessment and planning*** *by supporting the monitoring, recording and reporting of pupil performance and progress as appropriate to the level of the role.*
* ***Communicate effectively and sensitively with pupils*** *to adapt to their needs and support their learning.*
* ***Maintain a stimulating and safe learning environment*** *by organising and managing physical teaching space and resources.*

***Working with others***

*Teaching assistants are expected to****:***

* ***Recognise and respect the role and contribution of other professionals, parents and carers*** *by liaising effectively and working in partnership with them.*
* ***With the class teacher, keep other professionals accurately informed*** *of performance and progress or concerns they may have about the pupils they work with.*
* ***Understand their responsibility to share knowledge*** *to inform planning and decision making.*
* ***Understand their role*** *in order to be able to work collaboratively with classroom teachers and other colleagues, including specialist advisory teachers.*
* ***Communicate their knowledge and understanding of pupils*** *to other school staff and education, health and social care professionals, so that informed decision making can take place on intervention and provision.*

This job description is subject to review by the Head of School in consultation with the postholder as appropriate to the changing needs of the school.

Teaching Assistant: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

Date: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

Line Manger: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

Date: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

Additional responsibilities

Forest school is a specialised learning approach that offers all learners regular opportunities to achieve and develop confidence and self-esteem through hands-on learning experiences in a woodland or natural environment.

At Swingate we inspire children to explore and discover the world around them using our onsite woodland where they are equal, unique and valued. All children at Swingate are given the opportunity to experience forest school developing a love of learning outside of the classroom. They will learn to take appropriate risks, set themselves new challenges and experience success. Forest school teaches children at Swingate to be resilient, confident and creative learners. They will develop positive relationships with themselves, peers as well as learn how to look after their local environment, living things and understand changes in seasons and world around them.

The forest school lead will:

-Be positive and enthusiastic about extending the inside curriculum outside.

-Be creative and motivational in inspiring childrens love and knowledge of the outdoors.

-Recognise and value the philosophy of Forest School.

-Plan regular sessions that engage children in exploring the outdoors,

-Observe children to assess progress of skills and levels of engagement in forest school

-Be able to adapt lessons to suit the needs of the children and review the learning that has taken place

-Be able to work alongside teachers and other member of staff at Swingate feeding back on the learning that has taken place.

The forest school lead will be a qualified Forest School practitioner who continuously maintains and develops their own professional practise. The Forest School lead will assess the site on a daily basis to ensure that it is safe for children and practitioners to use. The Forest School Lead will be fully First Aid Trained.