

Oakfield Primary School – Gateway Multi Academy Trust

Teaching Assistant (TA)

Employment details

Job title:	Teaching Assistant (TA)
Start Date:	As soon as possible
Reports to (job title):	Headteacher / SENCO
Type of position:	Part-Time, initially until July 2020
Hours of work:	15 Hours Per Week / 08:30am – 11:30am Monday-Friday
Level and scale point:	Scale B £18,065 - £18,371 FTE depending on experience (Actual salary will be pro rata)

Purpose

To provide new and ongoing support for individuals or groups of pupils who need extra interventions to achieve their personal best.
To assist with assessment, and evaluate the impact of the interventions and plan next steps for individuals or groups of pupils.
To act as an additional point of contact for other professionals such as autism experts, speech and language therapists, specialist leaders of education and parents.

Main Responsibilities

Develop positive relationships with children
Support identified children with mathematics, reading and writing on an individual, class or small group basis.
Help identified children who need extra support to complete tasks.
Give extra support to children with special educational needs, disabilities or English as an additional language.
Prepare the individual learning environments for identified students to ensure they well prepared for lessons
Listen to identified children read, read to them and tell them stories.
Support children to adopt positive behaviours through modelling and support
Supervise group activities.
Look after children displaying signs of emotional distress
Take part in training, meetings and reviews.
Create displays from pupils' work.

Develop knowledge of the learning support needs of individual pupils.
For the pupils you are supporting:
<ul style="list-style-type: none"> • Aid their learning as effectively as possible.
<ul style="list-style-type: none"> • Clarify and explain instructions.
<ul style="list-style-type: none"> • Ensure they are able to use any equipment and materials provided.
<ul style="list-style-type: none"> • Assist them in weaker areas such as language, behaviour and social skills.
<ul style="list-style-type: none"> • Help them to concentrate on and finish work set for them.
<ul style="list-style-type: none"> • Meet physical needs as required while encouraging independence.
<ul style="list-style-type: none"> • Assist with the development and implementation of EHC plans.
Undertake structured and agreed learning activities/teaching programmes, adjusting activities according to pupil responses.
Undertake intervention programmes linked to local and national learning strategies, recording achievement and progress, and providing feedback to the teacher.
Support the use of IT and computing in learning activities and develop pupils' competence and independence in its use.
Assist with the preparation and maintenance of equipment/resources required to meet lesson plans/relevant learning activities to support the delivery of an enriched curriculum.
Help out with school events, trips and activities.
To carry out any additional responsibilities as may be reasonably required by the SENCO/Headteacher within the purview of the post.
Individuals have a responsibility to promote and safeguard the welfare of children and young person's that they are responsible for, or come into contact with.

Note: This job description is not exhaustive and will be subject to periodic review. It may be amended to meet the changing needs of the school. The post-holder will be expected to participate in this process and we would aim to reach agreement on any changes.

Person Specification

	Essential	Desirable	Evidence
Qualifications and experience	<ul style="list-style-type: none"> • Previous experience working with children. • Education to secondary school level at least. • Knowledge and understanding of child development and children's and families' needs. • Willingness to learn new skills and train 	<ul style="list-style-type: none"> • Previous experience working in a primary school setting. • Relevant qualification with regard to working with children, such as NVQ 3. • Managing behaviour through deescalation techniques 	A, I, D
Organisation	<ul style="list-style-type: none"> • Ability to plan and organise. • Ability to recognise and identify problems. • Ability to record and pass on information accurately. 	<ul style="list-style-type: none"> • Ability to cope with many roles/ responsibilities. • Ability to coordinate multiple learning interventions concurrently. • Understanding of the importance of parental involvement. 	A, I, R
Disposition and attitudes	<ul style="list-style-type: none"> • Ability to build relationships and to lead and work as part of a team. • A friendly, helpful, caring and flexible approach. • Open-mindedness and patience. • A commitment to equal opportunities. • Ability to maintain confidentiality in all school matters. 	<ul style="list-style-type: none"> • High levels of self-confidence. • Ability to relate well to other professionals and stakeholders. 	I, R
Physical attributes and other circumstances	<ul style="list-style-type: none"> • Ability to physically fulfil the responsibilities of the post. • Willingness and ability to attend appropriate meetings and training. • Reasonable personal presentation. • Excellent punctuality. 		I, R

Evidence

A = Assessed at application

I = Assessed at interview

R = Assessed through references

D = Assessed through supporting documents at interview