

COGNITA

Role Profile: Teaching Assistant – Fixed Term Contract (Tuesday to Fridays)

Purpose

Our Little Downsend Schools are happy, caring and energetic schools. Each child is encouraged to reach their full potential and develop a passion for learning. Our dedicated, well-qualified team is committed to providing the best educational experience for every child. Our Early Years Educators assist in promoting the education, welfare and personal care of pupils, having regard to the aims and objectives of Downsend School and Little Downsend policies.

Key Accountabilities

Relationships

The post holder is responsible to the Head of Little Downsend. The post holder also interacts on a professional level with other colleagues and will be required to maintain productive relationships with pupils, parents and staff.

Standards and Quality Assurance

- Support the aims and ethos of the school;
- Set a good example in terms of dress, punctuality and attendance;
- To attend events, including Saturday Open Mornings if taking place (none currently planned);
- To attend INSET days and participate in training and other learning activities and performance development as required;
- To participate in arrangements made for appraisal.

Main Duties and Responsibilities

- To be responsible to the Head of Little Downsend.
- To assist in promoting the education, welfare and personal care of pupils, having regard to the aims and objectives of Downsend School and Little Downsend policies. Welfare and personal care will include changing nappies and soiled clothing as appropriate to the age of the children.
- To share in the responsibility for the discipline and pastoral care of the pupils, including the safeguarding and promoting of children's welfare.
- To undertake lunchtime duties as required for the day to day running of the school.
- To support in the delivery of wraparound care - an enhanced rate of pay is in place after 4pm
- To maintain good relations with pupils, parents and teaching and non-teaching staff.
- To participate in meetings at the school which relate to the curriculum and organisation of the school and the pastoral care of the pupils.
- To attend events, including Saturday Open Mornings and Afternoons if they are taking place. Other events may include parents' evenings, information evenings and Parents' Association events.
- To attend staff meetings and INSET days as required.

- To assist the class teacher with planning, preparation and delivery of lessons.
- To maintain good order and discipline among pupils, and safeguard their health and safety, both on and off the school premises.
- To assist in ensuring that the classroom is an organised, lively, stimulating and safe learning environment.
- To participate in arrangements made for appraisal.
- To undertake additional duties as required by the Head of Little Downsend.

The post holder will be expected to undertake such other duties, within the general scope of the post, as may be required from time to time by the Head of Little Downsend (subject to the terms of the post holder's contract of employment)

Health & Safety

The post holder is responsible for the safety of all pupils and must ensure that:

- The resources are maintained in a safe condition for the pupils and School staff;
- Staff carry out operations in accordance with School policy and departmental codes of safe working practice;
- All accidents are reported and recorded using School's Accident Report Form procedure
- The Head of Little Downsend kept informed of any concerns regarding Health and Safety and safe working practices.
- To engage in H&S training when required.

Safeguarding Responsibilities

- To comply with safeguarding policies, procedures and code of conduct
- To demonstrate a personal commitment to safeguarding and student/colleague wellbeing
- To ensure that any safeguarding concerns or incidents are reported appropriately in line with policy
- To engage in safeguarding training when required

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Person Specification

	Essential	Desirable
Qualifications	<ul style="list-style-type: none">NVQ3 in Early Years (or equivalent L3 qualification)	
Skills	<ul style="list-style-type: none">Knowledge and understanding of child development and the ways in which children learn and developA commitment to the provision of high-quality childcare and early learningA positive approach to inclusive practice, with children and colleaguesAbility to help professional staff achieve their objectivesConfident in the supervision of children, and adhere to defined behaviour management policiesDemonstrate a good understanding of child safeguarding arrangements	
Experience	<ul style="list-style-type: none">Experience of working in a school or nursery setting	<ul style="list-style-type: none">Experience working with the pre-school age rangeExperience within an independent school nursery
Other		

Signed: Name (print):

Date: