



SETTLE CE PRIMARY SCHOOL

PERSON SPECIFICATION

JOB TITLE: Teaching Assistant (Early Years / Key Stage One)

Essential upon appointment	Desirable on appointment
<p>Knowledge</p> <ul style="list-style-type: none"> • An understanding of child/ young people’s development and learning processes and with particular knowledge of the Early Years Foundation Stage and up to date knowledge of approved strategies for teaching Early Reading, Writing and Mathematics • Understanding of the pastoral needs for individual children and • An understanding of inclusive practice, including the Code of Practice for Special Educational Needs 	<ul style="list-style-type: none"> • Knowledge of Behaviour Management techniques • Knowledge of Child Protection policies & Procedures • Knowledge of Health & Safety legislation
<p>Experience</p> <ul style="list-style-type: none"> • Appropriate experience working with children in an appropriate educational setting (e.g. Early Years Setting, Nursery or Reception Class Setting / Key Stage One setting) • Experience of working with children – for example in a child care setting or school EYFS or Key Sage One Setting. 	<ul style="list-style-type: none"> • Experience in other relevant skills e.g. art/music/sport • Experience of delivering evidence-based interventions that accelerate learning
<p>Occupational Skills</p> <ul style="list-style-type: none"> • Good written and verbal communication skills: able to communicate effectively and clearly and build relationships with a range of staff, children, young people, parents and carers • Behaviour management skills • Good reading, writing and numeracy skills 	<ul style="list-style-type: none"> • Demonstrable ICT skills and the ability to use these as part of the learning process
<p>Qualifications</p> <ul style="list-style-type: none"> • Relevant NVQ Level 3 or equivalent / willingness to pursue necessary educational training necessary for the role • Qualifications that might be transferable to the education sector 	<ul style="list-style-type: none"> • EYFS specific qualifications • Appropriate first aid training/SEN training
<p>Personal Qualities</p> <ul style="list-style-type: none"> • Demonstrable interpersonal skills • Ability to work successfully in a team • Able to exercise judgement and initiative • Confidentiality • Flexibility • Conscientiousness 	<ul style="list-style-type: none"> • Creativity
<p>Other Requirements</p> <ul style="list-style-type: none"> • Enhanced DBS clearance • To be committed to the school's policies and ethos • To be committed to Continuing Professional Development 	

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| <ul style="list-style-type: none">• Motivation to work with children and young people• Ability to form and maintain appropriate relationships and personal boundaries with children and young people• Emotional resilience in working with challenging behaviours and attitudes• Ability to use authority and maintain discipline• An empathy for equality & diversity• The ability to converse at ease with parents and fellow practitioners and the ability to provide advice in accurate spoken/written English is essential for the post | |
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Settle CE Primary School

JOB DESCRIPTION

POST:	Teaching Assistant (TA) – working in EYFS /KEY STAGE ONE
GRADE:	To be decided upon appointment based on the experience of candidate
RESPONSIBLE TO:	Headteacher/Senior Leadership Team/Teacher-in-Charge
STAFF MANAGED:	To be decided upon appointment
POST REF:	EYFS/KS1 Teaching Assistant
JOB PURPOSE:	<p>To complement the professional work of teachers in the Early Years/Key Stage One by taking responsibility for agreed learning activities under an agreed system of supervision. Deliver appropriate learning activities for a number of individual pupils or groups (in the case of small primary schools, groups may constitute the whole class). Activities may involve assisting in the planning, preparing and delivering of learning activities as well as monitoring pupils, assessing, recording and reporting on pupils' achievement, progress and development, under the direction of class/subject teacher.</p> <p>To be responsible for working within a specific work area, e.g. Phonics and Early Reading, Pastoral, Behaviour or SEN</p>
JOB CONTEXT:	<p>This school is committed to safeguarding and promoting the welfare of our pupils and young people. We have a robust Child Protection Policy and all staff will receive training relevant to their role at induction and throughout employment at the School. We expect all staff and volunteers to share this commitment. This post is subject to a satisfactory enhanced Disclosure and Barring Service criminal records check for work with children.</p> <p>An ability to fulfil all spoken and written aspects of the role with confidence through the medium of English</p>
ACCOUNTABILITIES / MAIN RESPONSIBILITIES	
Supporting Learning & Development	<ul style="list-style-type: none"> • Use teaching and learning objectives to plan, prepare and deliver learning activities to pupils under the supervision of a teacher, adjusting activities according to pupil responses/needs • Monitor, evaluate and record pupil responses to learning activities through a range of assessment and monitoring strategies against pre-determined learning objectives • Implement the School's Behaviour Management policy, to anticipate and manage behaviour constructively, promoting self-control and independence • Take account of the effects of different parenting approaches, backgrounds and routines, and be involved in home school liaison

	<ul style="list-style-type: none"> • Assist in the development, implementation and monitoring of systems relating to attendance and integration e.g. registration, truancy, pastoral systems etc. • Support pupils in their social and emotional wellbeing, and assist in the development and implementation of related programmes, including social, health and physical plans • Interact with pupils in ways that support the development of their ability to think and learn and work independently • Escort and supervise pupils on educational visits and out of school activities under the supervision of the teacher • Provide supervision during breaks as required • Support and motivate pupils to promote independence, resilience and increase self esteem • Cover short-term teacher absence and communicate pupil work as planned by the classroom teacher and manage pupil behaviour
Communication	<ul style="list-style-type: none"> • Establish rapport and respectful, trusting relationships and communicate effectively with children, young people, their families and carers • Initiate appropriate and effective communication with the class teacher, and other professionals, forging and sustaining relationships across agencies
Sharing Information	<ul style="list-style-type: none"> • Share information about pupils with teachers and other professionals as required • Provide objective accurate feedback and reports as required on pupil development, progress and attainment, supported with relevant evidence • Participate in meetings with staff, external agencies and parents, regarding pupils, under the supervision of the teacher • Liaise between managers/teaching staff and teaching assistants in the school/college • Pay due regard to professional boundaries, maintaining appropriate levels of confidentiality • Participate in staff meetings
Safeguarding and Promoting the Welfare of Children/Young People	<ul style="list-style-type: none"> • Assist with pupils' personal, hygiene (including personal intimate care), and welfare, including physical and medical needs, whilst encouraging independence • Be responsible for promoting and safeguarding the welfare of pupils in line with policy and legislation, reporting concerns as appropriate.
Administration/Other	<ul style="list-style-type: none"> • Organise and manage appropriate learning environment and resources • Support the use of ICT to advance pupils' learning, use common ICT tools for own and pupils' learning • Co-ordinate the activities of students entering the school for the purpose of work experience/ work placements • Assist with administrative support e.g. dealing with correspondence, compilation/ analysis, presentation of displays, making phone calls, reporting on attendance, exclusions etc.

	<ul style="list-style-type: none"> • Assist in the supervision, recruitment/ induction/ appraisal/ training/ mentoring of other support staff working across the school, where appropriate, sharing good practice • Under the guidance and supervision of a class teacher be responsible for marking the register or being a form tutor • Supervise and provide access arrangements for pupils sitting internal and external examinations ensuring that examinations comply with Examination Board Regulations • Participate in appraisal, training and other learning activities
Data Protection	<ul style="list-style-type: none"> • To comply with the County Council's policies and supporting documentation in relation to Information Governance this includes Data Protection, Information Security and Confidentiality
Health & Safety	<ul style="list-style-type: none"> • Be aware of and implement your health and safety responsibilities as an employee and where appropriate any additional specialist or managerial health and safety responsibilities as defined in the Health and Safety policy and procedure • To work with colleagues and others to maintain health, safety and welfare within the working environment
Equalities	<ul style="list-style-type: none"> • Promote inclusion and acceptance of all pupils • Ensure services are delivered in accordance with the aims of the equality Policy Statement • Develop own and team members understanding of equality issues
Flexibility	<ul style="list-style-type: none"> • North Yorkshire County Council provides front line services, which recognises the need to respond flexibly to changing demands and circumstances. Whilst this job outline provides a summary of the post, this may need to be adapted or adjusted to meet changing circumstances. Such changes would be commensurate with the grading of the post and would be subject to consultation. All staff are required to comply with County Council Policies and Procedures.
Customer Service	<ul style="list-style-type: none"> • The County Council requires a commitment to equity of access and outcomes, this will include due regard to equality, diversity, dignity, respect and human rights and working with others to keep vulnerable people safe from abuse and mistreatment. • The County Council requires that staff offer the best level of service to their customers and behave in a way that gives them confidence. Customers will be treated as individuals, with respect for their diversity, culture and values.
Date of Issue:	May 2022