

DOWNSSELL PRIMARY SCHOOL
Early Years Teaching Assistant
Level 3



Downsell Primary School
Learning Today, Leading Tomorrow

Grade: Sc4

Point Range: 8-11

Responsible to: Head Teacher, Early Years Lead and Deputy Headteacher

Responsible for: Children

Job Purpose

- To work under the guidance of teaching/senior staff and within an agreed system of supervision, to implement agreed work programmes with individuals/groups, in or out of the classroom. This could include those requiring detailed and specialist knowledge in particular areas and will involve assisting the teacher in the whole planning cycle and the management/preparation of resources. Staff may also supervise whole classes occasionally during the short-term absence of teachers. The primary focus will be to maintain good order and to keep pupils on task.

Key External Contacts

- Parents, carers

Key Internal Contacts

- Head Teacher, Teaching staff, pupils, support staff

Major Tasks, Duties and Responsibilities

1 *Support for Pupils*

- Use specialist (curricular/learning) skills/training/experience to support pupils
- Assist with the development and implementation of IEPs
- Establish productive working relationships with pupils, acting as a role model and setting high expectations
- Promote the inclusion and acceptance of all pupils within the classroom
- Support pupils consistently whilst recognising and responding to their individual needs
- Encourage pupils to interact and work co-operatively with others and engage all pupils in activities
- Promote independence and employ strategies to recognise and reward achievement of self-reliance

- Provide feedback to pupils in relation to progress and achievement

2 *Support for the Teacher*

- Work with the teacher to establish an appropriate learning environment
- Work with the teacher in lesson planning, evaluating and adjusting lessons/work plans as appropriate
- Monitor and evaluate pupils' responses to learning activities through observation and planned recording of achievement against pre-determined learning objectives
- Provide objective and accurate feedback and reports as required, to the teacher on pupil achievement, progress and other matters, ensuring the availability of appropriate evidence
- Be responsible for keeping and updating records as agreed with the teacher, contributing to reviews of systems/records as requested
- Undertake marking of pupils' work and accurately record achievement/progress
- Promote positive values, attitudes and good pupil behaviour, dealing promptly with conflict and incidents in line with established policy and encourage pupils to take responsibility for their own behaviour
- Liaise sensitively and effectively with parents/carers as agreed with the teacher within your role/responsibility and participate in feedback sessions/meetings with parents with, or as directed
- Administer and assess routine tests and invigilate exams/tests
- Provide general clerical/admin support e.g. administer coursework, produce worksheets for agreed activities etc

3 *Support for the Curriculum*

- Implement agreed learning activities/teaching programmes, adjusting activities according to pupil responses/needs
- Implement local and national learning strategies e.g. literacy, numeracy, KS3, early years and make effective use of opportunities provided by other learning activities to support the development of relevant skills
- Support the use of ICT in learning activities and develop pupils' competence and independence in its use

- Help pupils to access learning activities through specialist support
- Determine the need for, prepare and maintain general and specialist equipment and resources

4 *Support for the School*

- Be aware of and comply with policies and procedures relating to child protection, health, safety and security, confidentiality and data protection, reporting all concerns to an appropriate person
- Be aware of and support difference and ensure all pupils have equal access to opportunities to learn and develop
- Contribute to the overall ethos/work/aims of the school
- Establish constructive relationships and communicate with other agencies/professionals, in liaison with the teacher, to support achievement and progress of pupils.
- Attend and participate in relevant meetings as required
- Participate in training and other learning activities and performance development as required
- Recognise own strengths and areas of expertise and use these to advise and support others
- Provide appropriate guidance and supervision and assist in training and development of staff as appropriate
- Undertake planned supervision of pupils out of school hours learning activities
- Supervise pupils on visits, trips and out of school activities as required

Other requirements:

- To attend and participate in staff meetings.
- To participate in training and performance management as required.
- To have an up-to-date Enhanced DBS Disclosure.

Teaching Assistant Level 3 Person Specification

1. Experience

- 1.1 Experience working with children of relevant age

2. Qualifications/Training

- 2.1 Working towards NVQ level 2 in English and Maths.
- 2.2 NVQ 3 for Teaching Assistants or equivalent qualification or experience
- 2.3 Training in the relevant strategies e.g. literacy and/or in particular curriculum or learning area e.g. bi-lingual, sign language, dyslexia, ICT, maths, English, CACHE etc.
- 2.4 Appropriate first aid training

3. Knowledge, Skills and Abilities

- 3.1 Able to use ICT effectively to support learning
- 3.2 Use of other equipment technology – video, photocopier
- 3.3 Ability to manage staff?
- 3.4 Full working knowledge of relevant policies/codes of practice and awareness of relevant legislation
- 3.5 Working knowledge of national/foundation stage curriculum and other relevant learning programmes/strategies
- 3.6 Understanding of principles of child development and learning processes
- 3.7 Ability to self-evaluate learning needs and actively seek learning opportunities
- 3.8 Ability to relate well to children and adults
- 3.9 Work constructively as part of a team, understanding classroom roles and responsibilities and your own position within these