

## Job Description

**Job Title:** Teaching Assistant inclusive of running Breakfast Club provision  
**Pay Range:** 20 hrs 50mins per week (term time only) NJC Grade 3 pt3 FTE Salary - £24,796 (actual salary £11,576)

**Post Accountable To:** Head teacher

### SUMMARY OF MAIN DUTIES / RESPONSIBILITIES

To work under the instruction and guidance of teaching staff to undertake work, care and support programmes, to enable access to learning for pupils, particularly those with Special educational Needs.

Breakfast club is inclusive of this role. Duties include - working in a team of 2, setting up Breakfast Club each morning, providing a simple breakfast for attendees and supervising them as they eat and play. Clean-down after the club before children go to class where you will then begin work with pupils as allocated.

This job description may be amended at any time following discussion between the Head teacher and member of staff, and will be reviewed annually.

### Main Purpose of the Job

#### Support for the Pupils

- Candidates will have a full commitment to child protection, safeguarding and promoting the welfare of pupils.
- Supervise and provide particular support for pupils, including those with special educational and medical needs – including emotional and behavioural needs, ensuring their safety and access to learning activities
- Assist the Teacher/Inclusion Lead with the development and implementation of Intervention programmes and Personal Care programmes
- Establish constructive relationships with pupils and interact with them according to individual needs
- To promote and reinforce the children's self-esteem and encourage positive attitudes and social interaction and the inclusion and acceptance of all pupils
- Encourage pupils to interact with others and engage in activities led by the teacher
- Set challenging and demanding expectations and promote self-esteem and independence
- To monitor individual children's needs and provide feedback to pupils in relation to progress and achievement under guidance of the teacher

#### Support for the Teacher

- Use strategies, in liaison with the teacher, to support pupils to achieve learning goals
- To assist the teacher in planning and delivering of work programmes for individuals and groups of children and developing extended activities
- Monitor pupils' responses to learning activities and accurately record achievement and progress as directed
- Provide detailed and regular feedback to teachers on pupils' achievement, progress, problems etc.
- Promote good behaviour, dealing promptly with conflict and incidents in line with established policy and encourage pupils to take responsibility for their own behaviour
- Establish constructive relationships with parents and carers
- Administer routine tests and invigilate exams and undertake routine marking of pupils' work
- Provide clerical and admin support, e.g., photocopying, typing, filing, administer coursework etc.

### **Support for the Curriculum**

- Undertake structured and agreed learning activities and teaching programmes, adjusting activities according to pupil responses
- Undertake programmes linked to local and national learning strategies e.g., literacy, numeracy, recording achievement and progress and feeding back to the teacher
- Support the use of ICT in learning activities and develop pupils' competence and independence in its use
- Prepare, maintain and use equipment and resources required to meet the lesson plans and relevant learning activity and assist pupils in their use

### **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 pupils have equal access to opportunities to learn and develop
- Contribute to the overall ethos and aims of the school
- Appreciate and support the role of other professionals
- Attend and participate in relevant meetings as required
- Participate in training and other learning activities and performance development as required
- Assist with the supervision of pupils out of lesson times
- Accompany teaching staff and pupils on visits, trips and out of school activities as required and take responsibility for a group under the supervision of the teacher

You must be prepared to implement the school's Equalities Policy at a level appropriate to the job and must at all times carry out your duties with due regard to the Trust's Equalities Policy.

The list of duties in the job description should not be regarded as exclusive or exhaustive. There will be other duties and requirements associated with your job and, in addition, as a term of your employment you may be required to undertake various other duties as may reasonably be required.

Your duties will be as set out in the above job description but please note that the Trust reserves the right to update your job description, from time to time, to reflect changes in, or to, your job.

You will be consulted about any proposed changes.

West Sussex County Council meets the requirements in respect of exempted questions under the Rehabilitation of Offenders Act 1974. Please note, because of the nature of this job, if you are successful in your application, you will be subject to an Enhanced Disclosure and Barring Service check. This will be done by means of applying for an "Enhanced Disclosure". Disclosures include details of cautions, reprimands or final warnings as well as convictions, spent or unspent.

Relevant criminal convictions and other associated information will be discussed at the interview in order to assess job-related risks. This information would only be used to assess suitability for employment in so far as it is relevant to the job to which they have applied. Having a criminal conviction will not necessarily bar someone from employment, this will depend on the circumstances and background to the offence. Candidates will be expected to bring Proof of Right to Work in the UK and their certificates for any qualifications listed as essential or desirable.

### Everychild Partnership Trust – Teaching Assistant Person Specification

**Evidence Key:**

A – Application Form

C – Certificates

I – Interview

R – Reference

	Essential	Desirable	Evidence
<b>Qualifications</b>			
NVQ 2 for Teaching Assistants or equivalent qualification or experience		X	A/C
Pediatric first aid training is desirable but can be provided.		X	A/C

<b>Experience</b>			
Previous experience as a Teaching Assistant in a school environment		X	A/I
Understanding of relevant policies / codes of practice and awareness of relevant legislation		X	A/I
General understanding of national curriculum and other basic learning programmes / strategies		X	A/I
Basic understanding of child development and learning	X		A/I
Experience of working with children of relevant age (Primary age 4-11)		X	A/I/R
Experience of working with pupils with specific learning difficulties – including emotional and behavioural		X	A/I
Experience in the effective use of ICT to support learning		X	A/I

<b>Skills/Abilities</b>			
Good numeracy and literacy skills	X		A/R/I
Ability to relate effectively to children and adults	X		A/R/I
Ability to self-evaluate learning needs and actively seek learning opportunities	X		A/R/I
Work constructively as part of a team, understanding classroom roles and responsibilities and your own position within these	X		A/R/I

Personal Attributes			
Adaptability to embrace change	X		A/R/I
Ability to motivate and inspire confidence in pupils, colleagues and parents	X		A/R/I
Enthusiasm	X		I
Reliability and integrity	X		R
Self-motivation, initiative and the ability to set personal goals	X		A/R/I
Able to build positive relationships	X		A/R/I
Resilience	X		A/R/I