

CLAREGATE PRIMARY SCHOOL

Job Description

Teaching Assistant (Teaching & Learning) (Grade 4) NJC Spinal Column 7-11 Pro Rata

27.5 hrs/week term time only.

(This post requires specialist knowledge/ skills)

Directly Responsible to

Class Teacher, Phase Leader, Deputy Headteacher and Headteacher,

Particular Duties & Responsibilities

Working under guidance/ supervision, enabling/ delivering learning activities;

- a) Involved in whole planning cycle.
 - b) Implement learning activities.
 - c) Assessment, evaluation and record keeping.
 - d) Cover supervision as appropriate.
 - e) Specialist SEND/ subject/other support for areas of learning.
 - f) Support welfare/ personal care needs.
 - g) Establish & maintain a partnership with parents/ carers and outside agencies.
- To share the duties of care, with teachers, throughout the school day (collective responsibility for playground duty, early morning duty, care of sick children and those suffering minor injury).
 - To assist with cleaning, repairing and checking teaching aids.
 - To assist with display work in order to improve the learning environment and stimulate the children.
 - To undertake such other duties which may reasonably be regarded as within the nature of the duties and responsibilities and grade of the post.
 - To work under the reasonable direction of the Headteacher.
 - To attend appropriate, and mutually agreed, training and staff meetings.

This Job Description will be reviewed at regular, mutually agreed, intervals in consultation with the Headteacher and Governors according to the changing needs of the school as outlined in the current School Development Plan.

Signed:

Teaching Assistant

Date

Headteacher

Date

Chair of Governors

Date

Qualifications for the post:

1. NNEB/ CACHE Certificate or
2. NVQ Level 3 for Teaching Assistants (must have undertaken Literacy/ Numeracy/ ICT units)
3. NVQ Level 3 in Early Years Child Care & Education

The holder of this post must comply with the City of Wolverhampton's Health and Safety Policy and Equal Opportunities Policy.

The City has a no smoking policy for all its workplaces.

Person Specification Teaching Assistant

Essential	Desirable	How Identified
Teaching Assistant Qualification level 3 (equivalent to NJC Grade 4).	Higher qualification in childcare.	Application form / references.
Previous paid employment as a TA.	Proven experience supervising pupils within Key Stage 1	References.
Good knowledge of our pastoral ethos.	Experience working as a voluntary helper or employee at Claregate School.	Application form/ references.
Interpersonal skills with young children.	Good working knowledge of working in a Key Stage 1 setting.	Application form. Selection task.
Understanding of working with pupils with specific needs.	Research into specific needs.	Application form / interview.
Willingness to administer medication including personal care plans for more complex medical needs.	Paediatric First Aid qualification. First Aid at Work qualification. Training or experience in complex medical needs.	Application form.
Good understanding of how to build good relationships and good discipline.	Good track record of good relationships and discipline.	References. Selection task.
Enhanced DBS clearance on appointment.	Existing enhanced DBS clearance at Claregate. References showing unreserved recommendation.	Application form and documentary evidence at interview.
Willingness to engage in professional development.	Record showing a willingness to participate in professional development and seek out opportunities for own development.	Application form.
Willingness to work as part of a team.	Proven record of teamwork and working alongside class teachers.	Application form and references.
Ability to deliver small group phonic lessons.	Training in Read Write Inc phonics programme and how this can be delivered.	Application form and Interview.
Ability to effectively intervene in pupils' learning.	Experience in successfully intervening in pupils' learning.	Application form and Interview.
Ability to deliver SEN intervention to improve pupil performance.	Experience delivering set interventions to Key Stage 1 pupils.	Application form and Interview.
Ability to keep children safe and follow guidelines on this.	Exemplary record in this.	Application form / Interview / References.

Ability to follow school Health and Safety policy and procedures.	Good understanding and knowledge of school-based Health and Safety procedures.	Interview.
Willingness to follow school policies and aims and objectives.	Working knowledge as a voluntary assistant of these policies and procedures.	Interview / references.
Ability to work within a framework of supervision.		Interview / references.
	Strengths, interests and personal qualities that could be used to the benefit of children.	Interview / personal statement.

School Governors will assess each candidate at a shortlisting meeting looking for evidence against the set criteria. Candidates should specify issues that may help us to fulfill this in their personal statement. The school may ask questions at interview to probe anomalies or clarify information. This is a normal part of the selection process.

It must be understood by the candidate that people who do not meet essential criteria will not be taken forward to interview. An important part of this is that candidates must be in possession of an assessment of Level 3 TA standards as laid down by TDA.

An internet search will be conducted of all candidates who are short listed for interview.

It will be part of the job to administer medication and attend to pupil's medical needs across the school. This may involve administering medication including injections or personal care plans. Full training and initial supervision will be given for this role.

Job Details

This position will initially be based in Year 2 and the successful candidate will initially work under the direction of the Key Stage 1 Leader and Year 2 teaching staff. The post is permanent and will be paid 27.5 hours per week pro rata and is term time only. The role is to assist the childcare routines and learning by:

- Ensure that the children's basic needs are cared for re toileting and emotional wellbeing.
- Helping the child to focus and maintain concentration as well as play sociably.
- Redirect tasks to match ability or level of focus.
- Implement and develop specific recommended learning strategies or interventions.
- Administer medication when needed.
- Meet with and contact parents when planned or necessary, including day to day if required.
- Help the child to play and communicate effectively.
- Assist teachers in playground duty including first aid.

It is our policy not to discriminate against people in terms of gender, race, religion, ethnicity, disability, sexual orientation or gender re-assignment or any other protected characteristics.

Our mission is providing a safe environment for children, where their welfare is paramount and the school will follow the most rigorous recruitment process with regards to safeguarding. This will require an identity check e.g. passport / driving licence / birth certificate and we will need to see a current utility bill to prove home address. Incomplete application forms **will be not be considered** and the candidate will not be shortlisted.

If candidates need help to fill in the form or have specific questions, please contact the Headteacher at the school. We can make reasonable adjustments to make it more accessible for people with disabilities.

A Job Description and Person Specification is attached.

On the day of the interview it will be necessary for all candidates to :-

- Provide proof of identity i.e. birth certificate, driving licence or passport, along with a current utility bill
- Provide proof of qualification relevant to the post
- Complete an Employment Self Declaration form

It will be necessary for the successful candidate to :-

- Complete a Disclosure and Barring Service check
- Complete a Medical Declaration Form

Any job offer is subject to a satisfactory, enhanced DBS check to be received by the school. This may lead to delay in the candidate being able to start work or have unsupervised access to children. This is because the school has no influence over the speed of application processing.

Candidates also need to know that written references will be required and referees will be contacted to verify their authenticity. Candidates should tell the person giving the reference that this may happen. One reference should be from your current employer and if you have worked with children previously, we require an additional reference from this person N.B. the Local Authority application form does not state this and this is an additional requirement for this post. Relatives and friends should not be used as referees. References will be taken before interview and referees will be given the Job Description and the Person Specification. The interview may include questions to clarify issues brought up from this. Internal candidates are also required to provide references. If a referee refuses or does not provide a reference we will ask you to identify another one.

The school will respect periods of notice necessary to terminate employment elsewhere.

The deadline for applications is final and short-listing will be done immediately after the deadline. Completed forms should be addressed to Mr M Murphy at the school. Applications that are **received late** will not be considered. Please check to see if your application has been received. Proof of sending is not proof of receipt.