



JOB DESCRIPTION: TEACHING ASSISTANT (BREAKFAST CLUB & PRESCHOOL)

The Vine Inter-Church Primary School is committed to creating a diverse workforce. We will consider all qualified applicants for employment without regard to sex, race, religion, belief, sexual orientation, gender reassignment, pregnancy, maternity, age, disability, marriage or civil partnership

SALARY: Level 2 NJC point 4

HOURS: 21.25 hours per week, term time only

Mon – Fri Breakfast Club 7.45am until 8.30am & Pre School 8.30am until 12pm

CONTRACT TYPE: Permanent

REPORTING TO: Early Years Lead / SENDCo

MAIN PURPOSE:

The TA will:

- Help make Breakfast Club a safe and inviting place for pupils to start their day.
- Work with class teachers to raise the learning and attainment of pupils
- Promote pupils' independence, self-esteem and social inclusion
- Give support to pupils, individually or in groups, so they can access the curriculum, take part in learning, and experience a sense of achievement
- Work alongside the class teacher to implement provisions outlined within EHCPs

DUTIES AND RESPONSIBILITIES:

Safeguarding

- Work in line with statutory safeguarding guidance (eg Keeping Children Safe in Education, Prevent) and our safeguarding and child protection policies (available from the school website www.thevine.cambs.sch.uk)
- Promote the safeguarding of all pupils in school
- Report anything you see or hear connected to safeguarding and child protection in accordance with the school's Whistleblowing Policy

Teaching and learning

- Demonstrate an informed and efficient approach to teaching and learning by adopting relevant strategies to support the work of the teacher and increase achievement of all pupils including, where appropriate, those with special educational needs and disabilities (SEND)
- Promote, support and facilitate inclusion by encouraging participation of all pupils in learning and extracurricular activities
- Adapt communication style to respond to pupils according to their individual needs
- Support pupils with their social, emotional and mental health needs, escalating concerns where appropriate
- Where necessary, assist with the development and delivery of individual education and support plans for children who hold them
- Support the teaching of a broad and balanced curriculum aimed at pupils achieving their full potential in all areas of learning

- Use effective behaviour management strategies consistently in line with the school's policy and procedures
- Support class teachers with maintaining good order and discipline among pupils, managing behaviour effectively to ensure a good and safe learning environment
- Organise and manage teaching space and resources
- Undertake support activities for the teacher as required eg, photocopying, preparation of materials, mounting displays
- Observe pupil performance and pass observations on to the class teacher
- Supervise a class if the teacher is temporarily unavailable
- Use ICT skills to advance pupils' learning
- Contribute to the overall ethos, aims and work of the school
- Undertake any other relevant duties given by the class teacher
- To possibly be the main contact and support for a named child

Planning

- Contribute to effective assessment and planning by supporting the monitoring, recording and reporting of pupil performance and progress as appropriate to the level of the role
- Read and understand lesson plans shared prior to lessons, if available
- Prepare the classroom for lessons

Working with staff, parents/carers and relevant professionals

- Share knowledge and understanding of pupils to other school staff and education, health and social care professionals, so that informed decision making can take place on interventions and provision
- Communicate effectively with parents and carers under the direction of teachers
- Contribute to meetings with parents and carers by providing feedback on pupil progress, attainment and barriers to learning, as directed by teachers
- Collaborate and work with colleagues and other relevant professionals within and beyond the school
- Develop effective professional relationships with colleagues

Health and safety

- Promote the safety and wellbeing of pupils
- Look after children who are upset or have had accidents
- Deliver basic first aid when necessary (following relevant training)

Professional development

- Help keep own knowledge and understanding relevant and up-to-date by reflecting on own practice, liaising with school leaders and identifying CPD opportunities

The TA will be required to follow school policies and the staff handbook and code of conduct.

Please note, this is illustrative of the general nature and level of responsibility of the role. It is not a comprehensive list of all tasks that the TA will carry out. The postholder may be required to do other duties appropriate to the level of the role, as directed by the Headteacher or line manager.

PERSON SPECIFICATION:

Applicants must have;

- Recent, previous classroom/early years' experience (desirable)
- Maths and English GCSE or equivalent
- First aid training, or willingness to complete it
- Food hygiene certificate, or willingness to complete it
- Experience of working with a child(ren) with additional needs (desirable)
- Experience of delivering learning activities
- Good organisational skills
- Ability to build effective working relationships with pupils and adults
- Skills and expertise in understanding the needs of all pupils
- Knowledge of how to help adapt and deliver support to meet individual needs
- Excellent verbal communication skills
- Active listening skills
- The ability to remain calm in stressful situations
- A commitment to safeguarding and promoting the welfare of children
- Understanding of roles and responsibilities within the classroom and whole school context
- An enjoyment of working with children
- A commitment to maintaining confidentiality at all times
- An ability and commitment to foster the Christian ethos and values of the school
- The ability to converse at ease with members of the public and provide advice and information in accurate spoken English (essential)

Please note:

This job description may be amended at any time in consultation with the postholder

Last review date: November 2025

Next review date:

Headteacher's / line manager's signature:

Date:

Postholder's signature:

Date: