



## Spring Meadow Infant and Nursery School

This school is committed to safeguarding and promoting the welfare of children and young people and expects all staff to share this commitment

**Job Title:** Teaching Assistant

**School/Service:** Spring Meadow Infant and Nursery School

**Reports to:** SENDCO

**Location:** Spring Meadow Infant and Nursery School

### **Job Purpose:**

Support the classroom teacher to facilitate the active participation of children in the academic and social activities of the school. Contribute to raising standards of achievement for all pupils.

### **Principal Accountabilities:**

#### **1. Support for children**

- In conjunction with the classroom teacher, adapt lessons to meet the needs of individual children and small groups.
- Take responsibility for delivering learning activities with small groups who would benefit from a different learning approach as agreed.
- Establish and maintain supportive relationships with individual pupils, small groups and parents/carers to ensure they understand and can achieve the tasks.
- Provide learning support to children with significant care needs, or where English is not their first language.
- Support children with significant development needs, e.g. cognitive ability, learning skills, etc. as directed.
- Encourage and promote inclusion in the classroom, ensuring all pupils feel involved with tasks and activities.

#### **2. Support for the curriculum**

- Support the school curriculum, across all areas of the curriculum especially including English and Maths activities.
- Provide targeted support to enhance learning and improve attainment

#### **3. Support for the teacher**

- Assist in maintaining class records and contribute to reports on pupil progress and development as directed.



- Monitor, track progress and provide feedback to assist in developing ADPRs for children with special needs.
- Contribute to the planning and evaluation of work programmes for individual pupils and groups.
- Provide feedback on learning activities and contribute to school review and development planning.
- Organise the learning environment and develop classroom resources as required.
- Undertake support activities for the teacher as required, e.g. photocopying, preparation of materials, mounting displays.
- With support from the teacher take responsibility for the management of pupil behaviour, including anticipating and taking action to prevent potential problems arising.

#### **4. Support for the school**

- Develop and maintain effective working relationships with other staff and parents or carers.
- Contribute to the maintenance of a safe and healthy environment.
- Attend and actively participate in staff meetings when required.
- Participate in and support the professional development of other teaching assistants as required.
- Assist in facilitating school events, e.g. school plays, events.



## Person specification

CRITERIA	QUALITIES You may wish to classify these as “essential” or “desirable” depending on your expectations for the role
<b>Qualifications and experience</b>	<ul style="list-style-type: none"> <li>➤ Level 2 or 3 Certificate in Supporting Teaching and Learning in Schools, Level 3 Diploma in Childcare and Education, or other relevant qualification in nursery work or childcare (or willingness to work towards a qualification if not already held)</li> <li>➤ GCSEs at grades 9 to 4 (A* to C) including English and maths</li> <li>➤ Experience of working with children</li> <li>➤ Experience of planning and leading teaching and learning activities (under supervision)</li> </ul>
<b>Skills and knowledge</b>	<ul style="list-style-type: none"> <li>➤ Good literacy and numeracy skills</li> <li>➤ Good organisational skills</li> <li>➤ Ability to build effective working relationships with pupils and adults</li> <li>➤ Skills and expertise in understanding the needs of all pupils</li> <li>➤ Knowledge of how to help adapt and deliver support to meet individual needs</li> <li>➤ Subject and curriculum knowledge relevant to the role, and ability to apply this effectively in supporting teachers and pupils</li> <li>➤ Excellent verbal communication skills</li> <li>➤ Active listening skills</li> <li>➤ The ability to remain calm in stressful situations</li> <li>➤ Knowledge of guidance and requirements around safeguarding children</li> <li>➤ Good ICT skills, particularly using ICT to support learning</li> <li>➤ Understanding of roles and responsibilities within the classroom and whole school context</li> </ul>
<b>Personal qualities</b>	<ul style="list-style-type: none"> <li>➤ Enjoyment of working with children</li> <li>➤ Sensitivity and understanding, to help build good relationships with pupils</li> <li>➤ A commitment to getting the best outcomes for all pupils and promoting the ethos and values of the school</li> <li>➤ Commitment to maintaining confidentiality at all times</li> <li>➤ Commitment to safeguarding pupil’s wellbeing and equality</li> </ul>