

## Job Description and Person Specification



This School has a responsibility for, and is committed to, safeguarding and promoting the welfare of children, young people and vulnerable adults, and requires all staff and volunteers to share this commitment.

<b>Post Title</b>	Teaching Assistant
<b>School</b>	Shirley Heath Junior School
<b>Salary Band/Range</b>	C
<b>Responsible to</b>	Headteacher
<b>Location</b>	
<b>DBS Check</b>	Enhanced DBS required
<b>Special Conditions</b>	

<b>1.</b>	<b>Job Purpose</b>
	To support the class teacher in providing and promoting an environment suitable for the educational and social needs of children at various stages of development, in order to help them attain their full potential.

<b>2.</b>	<b>Key Responsibilities</b>
	<p><b>Under the direction and supervision of a qualified teacher</b></p> <ul style="list-style-type: none"> <li>• Assist pupils with integration into the normal routine of the classroom.</li> <li>• Support pupils within a whole class, group or 1:1 setting.</li> <li>• Plan, prepare, evaluate and modify lessons and work plans</li> <li>• Assist in the implementation of programmes designed by other professionals such as educational psychologists, and speech and language therapists.</li> <li>• Mark, monitor and evaluate pupils' work and responses to learning activities through observation and planned recording of achievement against pre-determined learning objectives.</li> <li>• Provide objective and accurate feedback and reports to the teacher on pupil achievement, progress and other matters, ensuring the availability of appropriate evidence.</li> <li>• Preparation of displays of work for and from children creating a stimulating learning environment</li> <li>• Attend staff meetings, parental consultations and other school events as required.</li> <li>• Contribute to the overall ethos, aims and work of the school, working with colleagues to develop a positive learning and working environment.</li> <li>• 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.</li> <li>• Liaise with parents/carers as agreed with the teacher and participate in feedback sessions/meetings with parents.</li> <li>• Assist children with personal hygiene routines.</li> <li>• Deal with minor accidents and administer first aid.</li> <li>• Administer and assess routine tests and invigilate exams/tests</li> </ul>

	<ul style="list-style-type: none"> <li>• Provide general clerical/admin supports e.g. administer coursework; produce worksheets for agreed activities etc.</li> <li>• Take class register and collect monies.</li> <li>• Supervise children during playtimes, on visits, trips and out of school activities as required</li> <li>• Support and supervise children outside at lunchtimes.</li> </ul>
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<b>2.1</b>	<b>People</b>
	The job involves no direct responsibility for the supervision, direction or coordination of other employees within the school situation.
<b>2.2</b>	<b>Safeguarding</b>
	School is committed to keeping children, young people and vulnerable adults safe. The post holder is responsible for promoting and safeguarding the welfare of the children, young people and vulnerable adults for whom she/he is responsible or comes into contact with.
<b>2.3</b>	<b>Financial</b>
	The postholder may handle small amounts of cash, cheques or equivalent for school activities, school trips and fund raising events.
<b>2.4</b>	<b>Buildings &amp; Equipment</b>
	Responsibility for the correct use and handling of equipment. Some responsibility for ensuring that the correct equipment/resources are available for pupil use.
<b>2.5</b>	<b>Health &amp; Safety</b>
	Health and safety laws require all employees to help the School maintain and improve health and safety standards. This means that the post holder must take reasonable care of his/her own and others' health and safety and co-operate with any reasonable request to support the School, managers and other employees, in meeting their health and safety legal responsibilities. All duties and responsibilities must be carried out in line with the School's Health and Safety Policy and any local safety procedures.
<b>2.6</b>	<b>Information Management</b>
	As an employee of the School, the post holder will be expected to manage information in accordance with School policies. The postholder will ensure that information used is held and transmitted securely in a manner commensurate with its sensitivity, and that it complies with the provisions of the Data Protection legislation and guidance.
<b>2.7</b>	<b>Policies &amp; Procedures</b>
	The post holder will be accountable for ensuring that he/she is aware of relevant school policies and that all duties and responsibilities are carried out in line with the appropriate policies and procedures.

<b>3.</b>	<b>Other Conditions</b>
<b>3.1</b>	<b>Mobility</b>
	Whilst this post is initially to a specific post, the post holder may be exceptionally required to transfer to any post appropriate to their grade at such a place as in the service of the school they may be required.
<b>3.2</b>	<b>Equal Opportunities</b>
	School is committed to Equal Opportunities and expects all staff and volunteers to recognise and value differences and to treat everyone with dignity and respect.
<b>3.3</b>	<b>Variations to Job Descriptions</b>

	Due to changing customer demands, duties and responsibilities are likely to vary from time to time and the School therefore retains the right to amend job descriptions to reflect changing requirements.
<b>3.4</b>	<b>Training and Development</b>
	The School is committed to the personal and organisational development of the individual. The post holder will be encouraged to identify job-related development needs.
<b>3.5</b>	<b>Solihull Behavioural Framework</b>
	The School expects all employees to conduct themselves in a way that is consistent with the values and behaviours set out in the Solihull Behavioural Framework.

<b>Compiled/Reviewed by:</b>	M. Taylor
<b>Date:</b>	19.11.2024

# Person Specification



This authority has a responsibility for, and is committed to, safeguarding and promoting the welfare of children, young people and vulnerable adults, and requires all staff and volunteers to share this commitment.

	<b>Essential Criteria</b>	<b>Desirable Criteria</b>	<b>Measured By</b>
<b>Education &amp; Qualifications</b>	NVQ Teaching Level <u>3 or equivalent</u> Good literacy and numeracy (e.g. GCSE in English and Maths, or equivalent)	Basic First Aid Training Grade C or above Training in the relevant learning strategies Evidence of related training or interests	

<b>Experience &amp; Knowledge</b>	Experience of working with children on a group basis, in an educational setting or learning environment	Experience of working with children who have complex needs	
	Experience of working with children who have special educational needs	Experience of working with children on a 1:1 basis	
	Experience and knowledge of the Key Stage 2 curriculum		
	Experience of recording and reporting on pupil achievement and progress		
	Experience of preparing, planning, delivering and evaluating lessons and work plans under the guidance of a teacher or SENCo		
	Knowledge of relevant educational policies, legislation and guidance in relation to working with, and the protection of, children		

<b>Skills &amp; Abilities</b>	Ability to work effectively and flexibly under pressure		
	Ability to self-evaluate learning needs and actively seek learning opportunities, including CPD to meet needs of pupils and school		

	Commitment to working within organisational procedures including safeguarding and processes in order to meet required standards of the role and flexibility of school		
	Ability to be able to manage and organise own time and pupil time effectively to enhance pupil learning and resources effectively		
	Effective interpersonal and communication skills with adults and children		
	Work effectively as part of a team and make an active contribution	Ability to use initiative when working independently	
	Skilled in positive behaviour management using agreed whole school rules	Previous experience of rewards/sanction systems in a school setting	
	Ability to create a stimulating, effective and challenging learning environment	Evidence of practical skills/resourcing to engage learners	

<b>Core Behaviours</b>	<b>Excellence</b> - With enthusiasm, you work to deliver a high quality service to meet customer, organisational and personal expectations. You adopt a 'can do' attitude in all of the work you deliver, ensuring it meets the needs of current and potential customers.	Interview
	<b>Simplicity</b> - You actively seek ways to prevent over-complication or confusion, by adopting the most simplified approach to work. You communicate clearly and concisely, ensuring that the message is understood by all.	Interview
	<b>Trust and Respect</b> -You are aware of your impact on others including confidentiality. You value openness and listen carefully to understand the views of others. You promote the values of diversity and actively work to minimise any harm caused to others in order to foster an environment of mutual trust and respect.	Interview
	<b>Working Together</b> - You work with others to reach a common goal; sharing information, supporting colleagues and searching out expertise and solutions from relevant partners and/or the communities we serve.	Interview
	<b>Responsibility</b> - You take ownership for your work and you use your initiative to deliver. You are accountable for your own performance and development and you take responsibility for your actions and decisions.	Interview

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<b>Date</b>	19.11.2024
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