

Date Valley School

Company number: 06845508 Registered Charity number: 1136298

Mitcham Court, Cricket Green, Mitcham, Surrey, CR4 4LB

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JOB DESCRIPTION.

Job Title:	Key stage 1 / 2 Teaching Assistant
Holidays:	1 week paid holiday per annum
Accountable to:	Head Teacher Assistant Head Managing Director Class teacher
Base:	Date Valley School , Mitcham Court, The Cricket Green, Mitcham, Surrey, CR4 4LB
Liases with:	Head Teacher Assistant Head Other teaching assistant Class teacher/ s Subject coordinators

JOB PURPOSE

- To undertake work, care or support programmes to individual pupils or to work with groups, under the instruction or guidance of the class teacher
- To enable access to learning for pupils and assist the teacher in the management of the pupils and the classroom
- To promote the aims and objectives of the school and maintain its philosophy of education.

MAIN RESPONSIBILITIES

Support for pupils

- Supervise and provide particular support for pupils, including those with special Needs, ensuring their safety and access to learning activities
- Assist with the development and implementation of Individual Education or Behaviour Plans and Personal Care programmes
- Establish constructive relationships with pupils and interact with them according to individual needs
- Promote 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
- Provide feedback to pupils in relation to progress and achievement under guidance of the teacher
- Use specialist skills to undertake activities necessary to meet the physical and emotional needs of pupils, including medical procedures following training

Support for the teacher

- Create and maintain a purposeful, orderly and supportive environment, in accordance with lesson plans and assist with the display of pupils' work
- Use strategies, in liaison with the teacher, to support pupils to achieve learning goals
- Assist with the planning of learning activities
- Monitor pupils' responses to learning activities and accurately record achievement/progress as directed
- Provide detailed and regular feedback to teachers on pupils achievement, progress, problems etc.
- Promote good pupil behaviour, dealing promptly with conflict and incidents in line with established policy and encourage pupils to take responsibility for their own behavior
- Establish constructive relationships with parents/carers
- Administer routine tests and invigilate exams and undertake routine marking of pupils' work, under guidance of the teacher
- Provide routine clerical/admin. support e.g. photocopying, typing, filing, money, administer coursework etc.

Support for the curriculum

- Undertake structured and agreed learning activities/teaching programmes adjusting activities according to pupil responses
- Undertake literacy and numeracy programmes, 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/resources required to meet the lesson plans/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 all pupils have equal access to opportunities to learn and develop
- Contribute to the overall ethos, work 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
- To be fully aware of and understand the duties and responsibilities arising from The Children's Act 2004 and Working Together in relation to child protection and Safeguarding children and young people as this applies to the worker's role within the organisation
- To ensure that the assistants line manager (class teacher) is made aware and kept fully informed of any concerns which the assistant may have in relation to safeguarding and/or child protection

GENERAL

- This is not an exhaustive list of duties and responsibilities, and the post holder may be required to undertake other duties which fall within the grade of the job, in discussion with the Principal.
- The job description will be reviewed regularly in the light of changing service requirements and any such changes will be discussed with the post holder

Person Specification: Teaching Assistant

	Essential	Desirable
	Essential	Desirable
Qualifications	<ul style="list-style-type: none"> • NVQ 3 in teaching assistance or equivalent qualifications or experience 	Completion of Teacher Assistant Induction Programme. Degree Desirable. First aid training and training in specific medical procedures as appropriate.
Experience	<ul style="list-style-type: none"> • Working with or caring for children of relevant age • Working within a professional environment as part of a team 	Experience of lunch time supervision
Knowledge and understanding	<ul style="list-style-type: none"> • Effective use of ICT to support learning • Use of other equipment/technology • Knowledge of relevant policies/codes of practice and awareness of relevant legislation programmes • Basic understanding of child development and learning • Ability to self-evaluate learning needs and actively seek learning opportunities • Ability to relate well to children and adults • Work constructively as part of a team, understanding classroom roles and responsibilities and your own position 	General understanding of the National Curriculum and other basic learning Either have a more comprehensive understanding of Islam and / or be willing to learn as part of their professional development

	<p>within these</p> <ul style="list-style-type: none"> • Effective implementation of the school's equal opportunities and safeguarding policies in all areas of work 	
Skills	<ul style="list-style-type: none"> • Ability to work collaboratively and effectively in a team with others • High level of written and oral communication skills • Constructive handling of problems • Ability to be flexible within the job role and school requirements • Ability to relate well to young children • Ability to organise activities independently for children's free time 	
Personal characteristics	<ul style="list-style-type: none"> • Act as a role model to pupils and adhere to the school's code of conduct • An awareness, understanding and commitment to equal opportunities • To have the ability to work closely as part of a team 	<p>To be positive and enthusiastic To have high expectations of self and others</p>