BRACKNELL FOREST COUNCIL

JOB DESCRIPTION

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| Job Title: Teaching Assistant Level 2 and OPAL play worker | Section/Location: Holly Spring Primary School |
|  | Grade/Salary Range: Grade J (SCP 3 - 6)  £12.82 to £13.42 per hour; £24,733 to £25,183 FTE, inc London weighting |
| TL2 | Working Pattern: 8.30am to 3.30, 32.5 hours a  week  Term time only, plus 3 INSET days |

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| **JOB PURPOSE** |
| To work with teachers to support teaching and learning by working with individuals or small groups of pupils under the direction of teaching staff and may be responsible for some learning activities within the overall teaching plan. |
| **DESIGNATION OF POST AND POSITION WITHIN SCHOOL STRUCTURE** |
| Works under direction of the class teacher, year leader and Senior Leadership Team and will be deployed to meet pupil needs across the school as required. |
| **MAIN DUTIES AND RESPONSIBILITIES** |
| Key duties:   * Implement planned learning activities/teaching programmes as agreed with the teacher, adjusting activities according to pupils’ responses as appropriate * Participate in planning and evaluation of learning activities with the teacher, providing feedback to the teacher on pupil progress and behaviour * Support the teacher in monitoring, assessing and recording pupil progress/activities * Provide feedback to pupils in relation to attainment and progress under the guidance of the teacher * Support learning by arranging/providing resources for lessons/activities under the direction of the teacher * Support pupils in social and emotional well-being, reporting problems to the teacher as appropriate * Share information about pupils with other staff, parents / carers, internal and external agencies, as appropriate * Understand and support independent learning and inclusion of all pupils as required. * Assist in the development of individual suppport plans for pupils * Support the work of volunteers and other teaching assistants in the classroom * Support the use of ICT in the curriculum * Assist in escorting and supervising pupils on educational visits and out of school activities * Select, prepare and clear away classroom materials and learning areas ensuring they are available for use, including developing and presenting displays * Support children’s learning through play * Support pupils in developing and implementing their own personal and social development * Assist pupils with eating, dressing and hygiene, as required, whilst encouraging independence * Monitor and manage stock and supplies for the classroom. * Prepare and present displays to a high standard. * Actively support the schools equal opportunity policies and ensure that all pupils have an equal access to opportunities to learn and develop. * Contribute to the overall aims and targets of the school, appreciate and support the roles of other members of the school work team and attend relevant meetings as required. * Be aware of and take part in the schools performance management framework and participate in training and development activities as required. * Undertake any other similar duties as required.   **Supporting Pupils with SEND**   * Help support and implement the child’s Education, Health care plan (EHCP) * Help pupil undertake daily activities set by the teacher in the classroom or in a nearby withdrawal situation * Taking into account the Special Education Needs (SEN) involved. To aid the child to learn as effectively as possible both in groups or individually, for example: * Motivating and encouraging the child as required * Clarifying, explaining and supporting their learning * Supporting their educational, emotional and/or physical needs as required whilst developing their independence * Liaising with class teacher devising and making complementary learning activities * To contribute to the maintenance of the child’s progress records. * To participate in the evaluation of the support programme * To provide regular feedback about the child to the teacher and parents.   **Supporting the whole school**   * Actively support the school’s equal opportunity policies and ensure that all pupils have an equal access to opportunities to learn and develop. * Assist with the supervision of pupils out of lesson times and accompany school trips and other out of school activities and take responsibility for a group under the supervision of the teacher. * To support additional provision as required * Comply with all policies and procedures relating to child protection, safeguarding, health and safety, welfare, security, confidentiality, GDPR and data protection, reporting any concerns to the appropriate person. * Contribute to the overall aims and targets of the school, appreciate and support the roles of other members of the school work team and attend relevant meetings as required. * Be aware of and take part in the school’s performance management framework and participate in training and development activities as required. * Undertake any other similar duties as required by the class teacher, SENCo or member of SLT.   **OPAL Play**   * Work as part of the play team to cover all lunchtime tasks daily. This will include sessions outside. * Work with the play coordinator to ensure all children have access to exciting age-appropriate play opportunities every lunch time. * Facilitate play opportunities and act as an ambassador for play. * Coordinate and communicate between play zones and the dining hall to ensure all children visit the dining hall and eat their lunch. * Assess play areas for risks daily and communicate/implement any changes required. * Assist with putting out and packing away of play equipment/kit. * Record and report incidents of note that occur during lunchtime – eg site issues, behavior, first aid. * Assess and deliver first aid to pupils (if trained) and complete first aid recording. * Offer care, support and advise for children during lunch & break time. * Contribute ideas and suggestions to improve the teams practices and performance. * Attend periodic team meetings and/or training for professional development. * Assist with training new team members.   The play team member will be required to resolve day to day issues of a practical or routine nature among the children. Issues of an operational or organisational nature should be referred to the play coordinator. |
| **SCOPE OF JOB (Budgetary/Resource Control, Impact)** |
| Under direction the post holder will be responsible for the management of classroom resources the replenishment of materials, setting up of the classroom and ensuring the safety of the teaching environment.  The post holder is responsible for ensuring that the school child protection policy is adhered to and concerns are raised in accordance with this policy. |

At Holly Spring we are committed to safeguarding and promoting the welfare of children and young people and expects all staff and volunteers to share this commitment. We will ensure that all our recruitment and selection practices reflect this commitment.

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**PERSON SPECIFICATION**

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|  | | Grade/Salary Range: Grade J (SCP 3 - 6) | | | |
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| **KEY CRITERIA** | **ESSENTIAL** | | | **DESIRABLE** | |
| **Qualifications And Training** | Good numeracy and literacy skills (both written and oral)  Maths & English GCSE Pass  NVQ2 in teaching assistance or equivalent qualifications or experience  First aid training | | |  | |
| **Competence Summary**  (Knowledge, abilities, skills, experience) | Experience of working with or caring for children in a learning environment  Knowledge and understanding of child development, learning, the national curriculum and other basic learning programmes.  Knowledge of relevant policies and legislation.  Able to deal with personal/hygiene needs of children and respond sensitively to pupils needs.  Able to work effectively as part of a team, understand classroom roles and responsibilities and follow and interpret instructions and guidance.  Able to prepare and display necessary teaching/learning resources and materials.  Able to use ICT to support learning and complete school administrative tasks.  Able to relate to and communicate well with children and adults, motivate pupils to learn and respond sensitively and flexibly to children’s competing demands  Ability to undertake general administrative tasks | | | Paediatric First Aid | |
| **Work-related Personal Requirements** | Committed to equality of opportunity  Ability to maintain strict confidentiality of information received and processed as part of the job role  Able to use initiative and common sense. | | |  | |
| **Other Work Requirements** | Able to identify own training needs and actively seek learning opportunities and participate in training and development activities.  Suitability to work with children. | | |  | |