


BRACKNELL FOREST COUNCIL

JOB DESCRIPTION

Job Title: Teaching Assistant Level 1 and OPAL play worker	Section/Location: The Pines School
 <p>Be Your BEST Believe · Excellence · Safe · Team</p>	Grade/Salary Range: Grade K (SCP 2) £13.03 per hour (inc London Weighting); Actual salary £18,178 + £543 LW (FTE £24,413 + LW £706)
TL1	Working Pattern: Monday to Friday, 8.30am to 3.30pm (32.5 hours per week). Term time only, plus 3 INSET days.

JOB PURPOSE

To provide general support to the teacher in the management of individual and groups of pupils and the classroom. Under the direct instruction of teaching staff to work with pupils in the classroom to provide physical/general care and assist with their learning.

DESIGNATION OF POST AND POSITION WITHIN SCHOOL STRUCTURE

Responsible to the class teacher, SENCo and Senior Leadership Team and will be deployed to meet pupil needs across the school as required.

MAIN DUTIES AND RESPONSIBILITIES

Under direct instruction of teaching/senior staff:-

Teaching Assistant role

Key duties:

- Work with individuals or small groups of pupils in the classroom under the direct supervision of teaching staff and provide feedback to the teacher
- Support pupils to understand instructions and support independent learning and inclusion of all pupils
- Support the teacher in behaviour management and keeping pupils on task
- Support pupils in social and emotional well-being, reporting problems to the teacher as appropriate
- Prepare and clear up learning environment and resources, including photocopying, filing and the display and presentation of pupils work and contribute to maintaining a safe environment.
- Mark pupil's work and record progress, administer tests, and invigilate assessment
- Support children's learning through play
- Assist with break-time supervision including facilitating games and activities
- Assist with escorting pupils on educational visits
- Support pupils in using basic ICT
- Assist pupils with eating, dressing and hygiene, as required, whilst encouraging independence.
- Administer first-aid/medicines to pupils as required.
- Prepare & 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 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 and other similar duties as required.

1:1 Teaching Assistant role

- 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, Individual Education Plan (IEP).
- To participate in the evaluation of the support programme
- To provide regular feedback about the child to the teacher and parents.

Lunchtime controller role

- To assist children and encourage independence when eating
- To ensure that good hygiene levels are adhered to at all times
- Work requires bending, kneeling and crouching for periods of time and may also involve lifting and changing nappies/toileting duties
- Activities will occur both inside and outside

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 Coordinator

- 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 The Pines 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.

**BRACKNELL FOREST COUNCIL
PERSON SPECIFICATION**

Job Title: Teaching Assistant Level 1 and OPAL play worker	Section/Location: The Pines School
 Be Your BEST Believe - Excellence - Safe - Team	Grade/Salary Range: Grade K (SCP 2-3)

KEY CRITERIA	ESSENTIAL	DESIRABLE
Qualifications And Training	Good numeracy and literacy skills (both written and oral)	Maths & English GCSE Pass
Competence Summary (Knowledge, abilities, skills, experience)	<p>An enthusiasm, interest and sensitivity for working with children.</p> <p>Willingness to learn new skills, to be confident and assertive.</p> <p>Able to be both flexible and show initiative to meet the competing demands from pupils, parents and school.</p> <p>Experience of working with or caring for children of relevant age.</p> <p>Knowledge of basic first aid.</p> <p>Ability to cope with personal hygiene needs and respond sensitively to pupils needs.</p> <p>Ability to use basic technology and IT</p> <p>Ability to work constructively as part of a team.</p> <p>Ability to relate well to adults and children, respond sensitively and flexibly to competing demands from pupils.</p>	Paediatric First Aid
Work-related Personal Requirements	<p>Committed to equality of opportunity</p> <p>Ability to maintain strict confidentiality of information received and processed as part of the job role</p> <p>Able to use initiative and common sense.</p>	
Other Work Requirements	<p>Participate in training and development activities</p> <p>Suitability to work with children.</p>	