**JOB DESCRIPTION – CASUAL (BANK) TEACHING ASSISTANT**

**Core Purpose:** The Teaching Assistant will assist the Class Teachers by providing additional support, and to ensure the safety, welfare and good conduct of all pupils under their supervision during the school day.

He/she will work as part of a team; co-operating and supporting all colleagues and children within the school. The post holder will play a full part of the school community and upholds its Vision and Values.

He/she will contribute to positive relationships between all staff, governors and parents.

**Reporting to:** Phase Leader or SENDCo / Inclusion Lead

**Hours:** As agreed

**Grade:** 3

**Grievance Officer:** Head Teacher

**Key Tasks and Responsibilities:**

* To assist in the learning environment by working with either individuals or small groups of children under the guidance of Teachers and / or SENDCo Inclusion Lead. The Teaching Assistant will report back to the Teacher about the pupil’s progress.
* To work effectively as a team member contributing fully to all aspects of school life.
* To ensure that there are positive relationships between adults and adults/children, and that, if help is needed to establish/maintain positive relationships, then this is sought from the Senior Leadership Team.
* To show care and concern for all the children in school. Duties will include administering First Aid, changing and cleaning them if necessary, and being concerned for their general welfare or responding to children’s’ specific needs. (see Intimate Care Policy).
* To uphold our strong behaviour policy and to treat children fairly and with respect, in compliance with the ethos and values of Thomas A Becket Infant School.
* To adhere, be familiar and stay up to date with all key school policies including Safeguarding, Confidentiality, Teaching & Learning, Behaviour, AfL feedback, and Whistleblowing.
* To work in partnership with, and establish supportive and professional relationships with all adults within the school community, and reflect the partnership between home and school that is considered essential at Thomas A’ Becket Infant School.
* To cover breaktime and lunchtime duties (playground and lunch hall) as instructed, supervising the children to ensure their safety and wellbeing, both emotionally and physically, and helping children to enjoy the experience and develop their social and play skills.
* To keep the SENDCo / Inclusion Lead, Leadership Team and Class Teacher aware of any problems, issues and concerns s/he may have. The Teaching Assistant will be a member of the team that supports the Head Teacher in the general running of the school
* To ensure that school security and Health & Safety rules and regulations are upheld at all times
* To be involved in all aspects of school life, and play a valuable and supportive part in ensuring that the children at Thomas A Becket Infant School are settled and happy
* To be a positive ambassador of the school and its role in the community.
* To undertake any duties which may be reasonably allocated by the Leadership Team appropriate to the role to ensure the smooth running of the school.
* To assist Teachers in general administration of the classroom by doing some of the photocopying, covering, checking equipment and mounting and displaying of children’s work.

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| 1. The above responsibilities are subject to the general duties and responsibilities contained in the statement of Conditions of Employment. |
| 1. This job description is not necessarily a comprehensive definition of the post. It will be reviewed as necessary as part of the appraisal process and it may be subject to modification or amendment by the Headteacher and Governing Body at any time, after consultation with the holder of the post. |
| 1. Because of the nature of this job, if you are successful in your application you will be subject to a Disclosure and Barring Service (DBS) check before the appointment can be confirmed. This will be done by means of applying for an “Enhanced Disclosure”. Disclosures include details of cautions, reprimands or final warnings as well as convictions, spent or unspent. You will need to complete a Disqualification by Association. 2. You will also need to hold or commit to attain a current First Aid qualification (Paediatric First Aid course or equivalent), before the appointment can be confirmed. If this is not already held, training will be made available ahead of the start date, however the date and venue may be pre-determined by availability rather than personal choice.   5. Every member of staff has a responsibility to safeguard and promote the welfare of children. |

**ADDITIONAL INFORMATION**

**Hours of Duty**: There are no guaranteed minimum hours of work. The school is not obliged to offer you work, and if offered, you are not obliged to accept it.

The post holder will be required to work term time only.

Hours of work are between 8.30am and 3.00pm

**Confidentiality:** The post holder is required to respect the confidentiality of all matters relating to the school, pupils and staff

PERSON SPECIFICATION – TEACHING ASSISTANT

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|  | Attributes | Essential | Desirable | How identified |
| Qualifications and Experience | Good standard of education – attainment of GCSE or equivalent to include English and Maths Grade C or above  NVQ2 or 3 Supporting Teaching & Learning in Schools and / or at least one year’s experience of working in a school setting with children aged 4-7)  First Aid at Work qualification (Paediatric First Aid or equivalent - required - training will be provided if necessary). | 🗸  🗸  🗸 |  | Application form / interview  Certificate check  References |
| Knowledge | Knowledge of the development of children aged 4-7  Detailed knowledge of the needs of these children (emotional, physical, intellectual nutrition etc.) |  | 🗸  🗸 | Application form / interview |
| Skills and Abilities | Excellent interpersonal and communication skills to develop effective relationships with children, colleagues and parents / carers from a wide range of social, cultural and ethnic backgrounds, and to value parental involvement.  To follow instructions from teachers to provide care and education to children  To make accurate observations of the children and report to teachers  To work as part of a team to ensure children receive consistent high quality care and education  Understanding of and experience of maintaining confidentiality.  Able to work independently and on own initiative, with an ability to remain calm under pressure. | 🗸  🗸  🗸  🗸  🗸  🗸 |  | Application form / Interview  References |
| Personal Qualities | Committed to working to a high standard at all times.  Reliable, conscientious and punctual.  Excellent people skills, demonstrating patience, tact and sensitivity  Friendly, open and positive disposition  Able to demonstrate a commitment to equal opportunities to all adults and children  Flexible and co-operative approach to work  An enjoyment of working with young people  Willingness to participate in further training offered by the school and a commitment to personal and professional development. | 🗸  🗸  🗸  🗸  🗸  🗸  🗸  🗸 |  | Interview  References |
| Safeguarding | In addition to candidates’ ability to perform the duties of the post, the interview will also explore issues relating to safeguarding and promoting the welfare of children including: -   * Motivation to work with children and young people * Ability to form and maintain appropriate relationships and personal boundaries with children and young people | 🗸 |  | Interview  References |