

Sick cover (full-time) Teaching Assistant

Please supply the following.

Job title	Teaching Assistant
Location	Judith Kerr Primary School
Salary range	£20,002 FTE (pro rata to term-time only)
Start date <i>(this will default to 'asap' if unspecified)</i>	September 2019
Closing date for applications	tbc
Interview date <i>(if applicable)</i>	tbc
<p>Job details <i>(please provide a brief description covering: the school/department; main duties and responsibilities; qualities sought; benefits to candidates)</i></p> <p><i>This job is to cover the sickness period of a permanent member of staff until their return.</i></p> <p>EARLY YEARS FOUNDATION STAGE / Key Stage One TEACHING ASSISTANT</p> <p>JOB DESCRIPTION</p> <p>Responsibilities: To work under the instruction/guidance of teaching/senior staff to undertake work/care/support programmes, to enable access to learning for pupils and to assist the teacher in the management of pupils and the classroom. Work may be carried out in the classroom or outside the main teaching area.</p> <p>Key functions :</p> <p>SUPPORT FOR PUPILS</p> <ul style="list-style-type: none"> • Develop a positive and supportive relationship with pupils • Be aware of the differing needs of pupils • Supervise and provide particular support for pupils, including those with special needs, ensuring their safety and access to learning activities • 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 <ul style="list-style-type: none"> • Be aware of and comply with school policies and procedures and report all concerns to an appropriate person in respect of, child protection, health, safety and security, confidentiality and data protection. • Accompany and supervise children on school trips ensuring all safeguarding procedures are followed. <p>SUPPORT FOR THE TEACHER</p> <ul style="list-style-type: none"> • Have a sound knowledge and/or experience of the Key stage One • Use strategies, in liaison with the teacher, to support pupils to achieve National Curriculum expectations • Assist with the planning of learning activities – more specifically to be able to assist with planning to enhance outdoor learning • Monitor pupils' responses to learning activities and accurately record achievement/progress as directed • Establish constructive relationships with parents/carers • Carry out long and short observations, using digital equipment to input observation • Support groups within the class – e.g. phonics, circle times and focussed activity learning 	

- Accompany and supervise children on school trips ensuring all safeguarding procedures are followed

SUPPORT FOR THE CURRICULUM

- Undertake structured and agreed learning activities/teaching programmes, adjusting activities according to pupil responses
- Undertake programmes of intervention, 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
- Assist in the display and presentation of learning cues and pupils work inside and outside of the classroom environment as required

SUPPORT FOR THE SCHOOL

- Undertake training and CPD as required
- Appreciate and support the role of other professionals
- Attend and participate in relevant meetings as required
- 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
 - Be a role model for pupils and colleagues in terms of behaviour and attitude
 - Be punctual and professional at all times
 - Maintain confidentiality
 - Be aware of and comply with school policies and procedures and report all concerns to an appropriate person in respect of, child protection, health, safety and security, confidentiality and data protection.

The above mentioned duties are neither exclusive nor exhaustive and the post holder may be required to carry out other relevant duties as directed by the Head Teacher within the school as may be reasonably expected.

Judith Kerr Primary School is committed to safeguarding and promoting the welfare of children and young people and expects all staff and volunteers to share this commitment. Any offer of employment will be subject to the receipt of an enhanced disclosure from the Disclosure and Barring Service.

<p>Contact details: <i>(how the candidate should apply, and who to)</i></p>	<p>Please submit your application form to: Marta Correia, Head of School Via headteacher@jkps-cfbt.org</p>
<p>Any special instructions</p>	