



Kenmore Park Infant & Nursery School.



LONDON BOROUGH OF HARROW

Job description	Teaching Assistant (term time only)
Hours	32.5 hours/ week (0.7721 FTE) (8.30 a.m. – 4 p.m – 1hr for lunch)
Salary	GO2 Point 8 £17,789.18 per annum (term time only)
Immediate Supervisor	Class teacher/Year group leader
Management by	Headteacher & Deputy

Brief Job Summary

To work under the direct instruction of teaching/senior staff, usually in the classroom with the teacher, to support access to learning for pupils and provide general support to the teacher in the management of pupils and the classroom.

Key Functions :

SUPPORT FOR PUPILS

- *Supervise and support pupils ensuring their safety and access to learning*
- *Establish good relationship with pupils, acting as a role model and being aware of and responding appropriately 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*
- *Attend to the pupils' personal needs, and implement related personal programmes, including social, health, physical, hygiene, first aid and welfare matters*
- *Encourage pupils to act independently as appropriate*

SUPPORT FOR THE TEACHER

- *Work with the teacher to establish an appropriate learning environment*
- *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 behaviour*
- *Provide clerical/administrative support e.g photocopying, typing, filing, collecting money etc.*
- *Undertake pupil record keeping as requested*
- *Gather/report information from/to parents/carers as directed.*

SUPPORT FOR THE CURRICULUM

- *Support pupils in using basic ICT as directed*
- *Prepare and maintain equipment/resources as directed by the teacher and assist pupils in their use*
- *Support pupils to understand instructions*

- *Support pupils in respect of local and national strategies e.g literacy, numeracy, early years, as directed by the teacher*

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/aims of the school*
- *Attend relevant meetings as required*
- *Participate in training and other learning activities and performance development as required*
- *Accompany teaching staff and pupils on visits, trips, and out of school activities as required*
- *Appreciate and support the role of other professionals*
- *Assist with the supervision of pupils out of lesson times, including before and after school and at lunchtimes as required*

FOUNDATION STAGE

- Staff working in the Foundation Stage are expected to develop an understanding of the EYFS curriculum and its assessment
- Staff will be expected to undertake personal and physical care of pupils in the Foundation Stage area including cleaning and toileting where necessary and to take a First Aid qualification



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EYFS Teaching Assistant Person Specification.

We are looking for the following qualities in a successful candidate:

PERSON SPECIFICATION – EYFS TA

CRITERIA	ESSENTIAL	DESIRABLE
An experienced EYFS specialist who has a relevant early years qualification NVQ Level 3 (E)	Yes	
Relevant CPD in the new EYFS framework and an up to date Paediatric First Aid qualification (D)	Yes	
A successful track record of supporting teaching and learning in nursery & reception in the role of a key worker. (E)	Yes	
A team player who is flexible and able to work under pressure, working under the direction of the immediate line manager and/or phase leader (E)		Yes
Experience of record keeping and use of ICT to support this process (D)		Yes
Experience of working with EAL learner who may be beginner bilinguals and SEN pupils including pupils with severe physical and developmental needs e.g. ASD (D)		Yes
Willing to attend CPD during and after the working day as required (E)	Yes	