

CODSALL MULTI ACADEMY TRUST JOB DESCRIPTION

Birches First School Codsall Multi Academy Trust
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Post Title	Grade	Date
30 Hour Childcare Extended School Support Teaching Assistant	Grade 2	2019

Statement of Purpose

To work under the direct instruction of senior staff, use specialist knowledge and experience to provide appropriate support to pupils in a nursery setting in relation to their individual abilities.

Support for Pupils

- Support pupils' learning in the Nursery, including working with individuals, groups and whole classes using knowledge, experience, skills and training.
- Use knowledge/experience to provide appropriate support to pupils in relation to their individual needs.
- Under direction from the teacher contribute to the creation of an appropriate learning environment through display and classroom organisation.
- Under direction from the teacher create appropriate learning resources.
- Assist with planning and delivery of the early years curriculum under the guidance of a teacher.
- Assist with the monitoring and evaluation of pupil responses to learning activities using a range of assessment and monitoring strategies against pre-determined learning objectives.
- Within the school's disciplinary policy, apply behaviour management strategies and techniques to manage behaviour constructively and contribute to a purposeful learning environment.
- Use ICT effectively to support learning activities.
- Contribute to development of school policies and procedures by participation in working groups.
- Contribute to the development, preparation and dissemination of appropriate materials.
- Be aware of, and comply with specific school policies which relate to pupils in the classroom, i.e.; behaviour, equal opportunities and marking where applicable.
- Accompany staff and children on visits, trips and out of school activities as required.
- Encourage children to interact with others and engage in activities.

Support to Staff

- Prepare room as directed for Nursery, clear afterwards and assist with and maintain displays of children's' work, notice boards, shelving systems etc.
- Undertake routine administrative tasks, e.g. children record keeping as requested.
- Support senior staff in managing pupil behaviour, reporting difficulties as appropriate.
- Appropriate liaison with parents on general matters.

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Support for the Curriculum

- Use ICT effectively to support learning activities.
- Contribute to development of school policies and procedures by participation in working groups.
- The development, preparation and dissemination of appropriate materials.
- To be aware of, and maintain, specific school policies which relate to pupils in the classroom, i.e.; behaviour, equal opportunities and marking where applicable.
- Support children to understand instructions in relation to curriculum subject.
- Prepare and maintain general equipment/resources as directed by senior staff.
- Attend training sessions as required for CPD purposes and to ensure appropriate skill level is obtained to undertake role, e.g. behaviour management strategies.

Support for Parents

- To support the maintenance of positive links between home and school by making parents feel welcome, and develop links with other agencies.

Support to School (this list is not exhaustive and should reflect the ethos of the school)

- Promote and safeguard the welfare of children and young persons you are responsible for or come into contact with.
- 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.
- Ensure all pupils have equal access to opportunities to learn and develop.
- Liaise effectively with teachers/parents/guardians, welfare officers, health visitors and other professional staff as part of the routine consultative process.
- 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.
- Attend and support school events such as PTFA events, Open Evenings etc. and participate fully as a member of Birches First School team.

Person Specification
30 Hour Childcare Extended Schools Teaching Assistant
Grade 2

Essential Criteria	Measured By
<p>Experience</p> <ul style="list-style-type: none"> • Experience of working to support children’s learning, gained in a relevant environment. 	AF/I
<p>Qualifications/Training</p> <ul style="list-style-type: none"> • Excellent numeracy/literacy skills at least equivalent to NVQ 2 Level 2 in English and Maths. • First aid training as appropriate (e.g. emergency first aid course). 	AF/I
<p>Knowledge/Skills</p> <ul style="list-style-type: none"> • Full working knowledge of relevant policies/codes of practice. • An understanding of the EYFS curriculum. • In depth understanding of the seven areas of learning. • Understanding of principles of child development and learning processes. • Ability to plan effective actions for pupils at risk of underachieving. • Effective use of ICT to support learning. • Use of other equipment technology as appropriate • Well developed interpersonal skills to be able to relate well to a wide range of people. • Work constructively as part of a team whilst being able to demonstrate initiative. • Excellent communication skills. 	AF/I /A

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<p>Behavioural Attributes</p> <ul style="list-style-type: none">• Pupil focused.• Has a friendly yet professional and respectful approach which demonstrates support and shows mutual respect.• Open, honest and an active listener.• Takes responsibility and accountability.• Committed to the needs of the pupils, parents and other stakeholders and challenge barriers and blocks to providing an effective service.• Demonstrates a “can do” attitude including suggesting solutions, participating, trusting and encouraging others and achieving expectations.• Is committed to the provision and improvement of quality service provision.• Is adaptable to change/embraces and welcomes change.• Acts with pace and urgency being energetic, enthusiastic and decisive.• Communicates effectively.• Has the ability to learn from experiences and challenges.• Is committed to the continuous development of self and others by keeping up to date and sharing knowledge, encouraging new ideas, seeking new opportunities and challenges, open to ideas and developing new skills.	AF/I
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AF - Application form A - Assessment I - Interview

In addition to the ability to perform the duties of the post, issues relating to safeguarding and promoting the welfare of children will need to be demonstrated these will include:

- ***Motivation to work with children and young people.***
- ***Ability to form and maintain appropriate relationships and personal boundaries with children and young people.***
- ***Emotional resilience in working with challenging behaviours and***
- ***Attitudes to use of authority and maintaining discipline.***