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| Henry Maynard Primary School and Nursery  101 Maynard Road,  London  E17 9JE  Tel: 0208 520 3042  Email: [vacanciesl@henrymaynard.waltham.sch.uk](mailto:vacanciesl@henrymaynard.waltham.sch.uk) | P:\Logos\Logo to be used 2020 onwards.jpg |
| **Teaching Assistant with Early Years Experience**  **Level 2 Scale 3 Point 5 to 6**  **(£27,030 FTE, Actual Salary £21,083.89)**  **32.5 Hours per week Term Time only** | |
| **Job Description:**  This job description is for a Teaching Assistant who will under the direction of the teaching/senior staff to 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 across the main school or nursery as required.  This job description may be amended at any time following discussion between the Headteacher, and will be reviewed annually in response to the changing needs of the school. | |
| **Key Duties and Responsibilities**  ***1 Support for Pupils***   * Supervise and provide particular support for pupils, including those with special needs, ensuring their safety and access to learning activities (including 1:1 as needed) * Assist with the development and implementation of Individual Education/Behaviour Plans and Personal Care programmes * Establish constructive relationships with pupils and interact with them according 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 * 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   ***2 Support for Teachers***   * Create and maintain a purposeful, orderly and supportive environment, in accordance with lesson plans and assist with the display of pupils’ work * Use strategies, in liaison with the teacher, to support pupils to achieve learning goals * Assist with the planning of learning activities * Monitor pupils’ responses to learning activities and accurately record achievement/progress as directed * Provide detailed and regular feedback to teachers on pupils’ achievement, progress, problems etc. | |

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| * 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 * Establish constructive relationships with parents/carers * Administer routine tests and invigilate exams and undertake routine marking of pupils’ work * Provide clerical/admin. support e.g. photocopying, typing, filing, money, administer coursework etc.   ***3 Support for the Curriculum***   * Undertake structured and agreed learning activities/teaching programmes, adjusting activities according to pupil responses * Undertake programmes linked to local and national learning strategies e.g. literacy, numeracy, KS3, early years 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   ***4 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 * Appreciate and support the role of other professionals * Attend and participate in relevant meetings as required * Participate in training and other learning activities and performance development as required * Assist with the supervision of pupils out of lesson times, including before and after school and at lunchtime * 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   **Other requirements:**   * To attend and participate in staff meetings. * To participate in training and performance management as required. * To have an up-to-date Enhanced CRB Disclosure.   This role falls within the category of regulated activity, therefore you will be required to have an enhanced DBS check and a barred list check. Should you receive any cautions or convictions whilst in our employment these must be reported immediately to your line manager.  The school is committed to safeguarding and promoting the welfare of children and young people and expects all staff and volunteers to share this commitment and work in accordance with our child protection policies and procedures.  The post holder’s responsibility for promoting and safeguarding the welfare of children and young persons for whom he/she is responsible, or with whom he/she comes into contact will be to adhere to and ensure compliance with the school’s policies at all times. If in the course of carrying out the duties of the post, the post holder becomes aware of any actual or potential risks to the safety or welfare of children in the school, he/she must report any concerns to the school’s Designated Safeguarding Officer or Deputy Safeguarding Officer.  *The duties above are neither exclusive nor exhaustive and the post holder may be required to carry out appropriate duties in the context of the job, skills and grade.* |