**Job Description: Teaching Assistant Grade C**

**Responsible to:** Head Teacher

**Salary Scale:** Grade C

**Job Description**

This post requires that you will make the education of Stoke Hill children your first concern and you will be accountable for achieving the highest possible standards in work and conduct.

You will be expected to act with honesty and integrity; have strong subject knowledge and will be expected to keep your knowledge and skills up-to-date.

You will need to be a self-reflective individual who is able to forge positive relations and work inclusively with parents in the best interests of their children.

You will need to be able to:

1. Set high expectations which inspire, motivate and challenge children
2. Promote good progress and outcomes
3. Respond to the strengths and needs of all children
4. Attend to the welfare and personal needs of children including children with Special Educational Needs and Disabilities
5. Deliver pre-determined learning/health care
6. Implement literacy and numeracy programmes
7. Assist with the planning/assessment cycle
8. Undertake general clerical/administrative support for the teacher
9. Manage behaviour effectively to ensure a good and safe learning environment
10. Uphold public trust and maintain high standards of ethics and behaviour, within and outside school
11. Have proper professional regard for the ethos, policies and practice of the school and Federation
12. Demonstrate high standards of punctuality and attendance

**Person Specification**

We are looking for someone who is:

|  |  |  |  |  |
| --- | --- | --- | --- | --- |
| **Attribute** | **Criteria** | **Essential** | **Desirable** | **Assess** |
| Personal Qualities | A co-adventurer with a warm personality | 🗸 |  |  |
|  | Is calm and empathetic | 🗸 |  |  |
|  |  |  |  |  |
| Teamwork and Communication | High level of communication skills | 🗸 |  |  |
| Teamwork and flexibility | 🗸 |  |  |
| Can attune to emotional needs | 🗸 |  |  |
|  |  |  |  |  |
| Technology | Good level of competence with e-mail and mixed media (picture/media files) |  | 🗸 |  |
|  |  |  |  |  |
| Skills | Positive behaviour management skills | 🗸 |  |  |
| Ability to provide intimate care | 🗸 |  |  |
| Work flexibly across the school to support children with medical needs | 🗸 |  |  |
| Ability to conduct medical care/follow an Individual Health Care Plan, e.g. diabetes | 🗸 |  |  |
| Has experience of supporting a child with additional needs | 🗸 |  |  |
| Record keeping, e.g. documenting BSLs | 🗸 |  |  |
| A love of the outdoors | 🗸 |  |  |
|  |
| Education and Training | Level 2 qualifications in English and Mathematics or equivalent NVQ2 | 🗸 |  |  |
|  | Experience and understanding of the Early Foundation Stage Years Curriculum | 🗸 |  |  |
|  | First Aid qualification |  | 🗸 |  |
|  | Moving and Handling Training |  | 🗸 |  |
|  |  |  |  |  |
| Safeguarding | A commitment to safe practice | 🗸 |  |  |
|  |  |  |  |  |
| Equal Opportunities | A commitment to inclusion  | 🗸 |  |  |
| Aware and committed to anti discriminatory practice | 🗸 |  |  |