



FARLINGTON

School

JOB DESCRIPTION AND PERSON SPECIFICATION

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	
Job Title	Reception Class - Teaching Assistant
Main purpose of the job:	<p>The Reception Teaching Assistant role:</p> <ul style="list-style-type: none">● To work under the guidance of the class teacher in the planning and implementation of work programmes with individuals or groups of pupils or the whole class to promote effective teaching and learning.● To provide general support to the class teacher in the management and organisation of the pupils and the classroom.● To assist the teacher in creating and maintaining a purposeful, orderly and supportive learning environment.● To promote the inclusion of all pupils, ensuring they have equal opportunities to learn and develop.● During the short term absence of the class teacher a Level 3 teaching assistant may be required to supervise the whole class and deliver pre prepared activities.● To be responsible for promoting and safeguarding the welfare of children and young people within the school.● To record pupil observations on the class ipad, in order to build pupil profiles on the 2Simple observation and assessment app.
Reporting to:	Head of Lower School

Main responsibilities and duties:

Support for pupils

- To support pupils' learning in the most effective way.
- To meet the personal needs of pupils whilst encouraging their independence.
- To support pupils with special educational needs through the delivery of specific learning programmes.
- To encourage pupils to interact and work cooperatively, ensuring all pupils are engaged in activities.
- To support working relationships with the pupils, acting as a role model and setting high expectations.

Support for the teacher

- To work closely with the Reception Class Teacher to assist in the planning, development and delivery of all areas of the curriculum.
- To assist in the development of basic Literacy, Numeracy and IT skills and support the use of these learning activities as directed by the teacher.
- To help adapt and plan the development of resources necessary to lead learning activities, taking into account pupils' interests, language and cultural backgrounds.
- To observe, monitor and evaluate pupil responses to learning activities through a range of assessment and monitoring strategies determined by the teacher.
- As required, to prepare the classroom/outside areas for lessons, ensuring that resources and equipment are available and cleared away at the end of the lessons as appropriate.
- To work on classroom displays following consultation with the teacher.

Support for the School

- To comply with and assist with the development of policies and procedures relating to child protection, health, safety and security,

	<p>SEN/Inclusion and data protection, reporting all concerns to the appropriate named person.</p> <ul style="list-style-type: none"> ● To provide support for pupils' emotional and social needs by encouraging and modelling positive behaviour in line with school policy. ● To accompany teaching staff and pupils on visits, trips and out of school activities as required within contracted hours and to take responsibility for pupils under the supervision of the teacher. ● To supervise pupils at Breakfast Club, morning break and lunchtime play and after school as per the staff rota ● To assist with the general pastoral care of pupils, including helping pupils who are unwell, distressed or unsettled. ● To adhere to school health and safety policy including risk assessment and safety systems. ● To adhere to school policy on equality and diversity. ● To attend relevant meetings and participate in training opportunities and professional development as required.
Qualifications	Minimum of NVQ L3 and GCSE Maths and English
Hours	Full time during term time,(8.00 am - 5.00pm) plus attendance at INSET days and Open Mornings.