

Inspiring Children to **shine**

**Headteacher:** Mrs. Wendy D'Arcy

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Hardwicke Parochial Primary Academy  
Poplar Way  
Hardwicke  
Gloucester  
**GL2 4QG**

**Telephone: 01452 720538**

*'walk as children of light'*

### Teaching Assistant

Hours: 22 hours per week (term time only)

Grade: Grade 5 (pts 11-14) £21,748 – £23,080 pa pro rata (38 weeks)

#### PURPOSE OF JOB

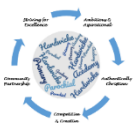
Support the class teacher in the delivery of outstanding outcomes for all learners.

#### MAIN RESPONSIBILITIES

- Assist the teacher with the delivery of learning activities ensuring the health and safety of all pupils.
- Be aware of and comply with policies and procedures relating to child protection, health, safety, security and confidentiality reporting all concerns to an appropriate person to ensure pupils' wellbeing.
- Contribute to the overall work/aims of the school and appreciate and support the role of colleagues and other professionals to enable the school fulfil its development plans etc.
- Undertake training and other learning activities and attend relevant meetings (within contracted hours) as required to ensure own continuing professional development.
- To manage challenging behaviour of individual pupils in accordance with the behaviour policy or individual behaviour programmes/pastoral support plan.
- If necessary & with guidance, to deliver Speech and Language or catch up programmes, and assess pupil progress in these programmes.

#### NECESSARY EXPERIENCE

- Good standard of general education (i.e. NVQ level 2 or equivalent) together with good numeracy and literacy skills.
- Experience of working with children in an education setting
- Use basic technology (computer, photocopier)
- Knowledge of policies and procedures relating to child protection, health, safety, security, equal opportunities and confidentiality.
- Have the ability to relate well to children and adults, understanding their needs and being able to respond accordingly.
- Experience of successfully managing a variety of challenging behaviour.
- Experience of delivering Social, Emotional and Mental Health based interventions.



#### DESIRABLE EXPERIENCE

- Prior experience of delivering a nurture based curriculum and/ or emotional literacy learning

#### SCOPE FOR IMPACT

- Support staff in schools make a strong contribution to pupils' learning and achievement.
- Teaching Assistants provide support to teachers and schools allowing qualified teachers to make even more effective use of their time, professional knowledge, skills and understanding.
- TAs contribute to pupils' learning and will have a significant impact on pupils' achievement.

#### JOB CONTEXT

- TA's will be expected to work effectively with individual pupils and/or small groups under the direction and supervision of a class teacher. They will contribute to, and need to demonstrate skills in, planning, monitoring, assessment and class management. TAs would also be expected to work as part of the school team and contribute to plans to ensure the school meets its aims.
- The post holder must work within the relevant policies, codes of practice and legislation reporting any concerns to the relevant person.
- The post holder must have good communications skills to be able to inform, inspire and motivate pupils and provide feedback to other professionals and parents as required.