



# PINEWOOD

*Est. 1875*

## JOB DESCRIPTION

### MIDDLE SCHOOL (YEARS 5 & 6) TEACHING ASSISTANT

**Salary:** Dependent on experience and qualifications.

#### **Paid Hours per week during term-time:**

Full-time during term-time

Monday - Friday 8am – 4:30pm

Plus attendance is required at all Staff Inset Training Days and at occasional out of hours events (usually up to 6 days per annum).

**General description of job:** The Teaching Assistant has responsibility for the safety, welfare and supervision of the children in Years 5 and 6 under the direction of the Head of Middle School.

#### **Main Tasks:**

##### **Supporting Pupils**

- To work with pupils, understanding how to motivate and encourage them to achieve and develop.
- To understand the individual needs of children.
- To work within an agreed structure with groups/sets of children and to take responsibility for their learning.
- To work within an agreed structure together with staff to develop lessons ensuring differentiation and an effective learning environment.
- Assist with the teaching of extension and reinforcement activities within classes as directed.
- Determine need for, select and prepare the use of resources necessary to support learning activities, taking into account pupil's interests, language and cultural backgrounds.
- To read with individual children and groups and complete reading records as directed.

- To plan for and deliver targeted small group sessions outside of lessons.
- To support children with their organisation around school and between lessons.
- Follow timetables and duty rotas as required.
- To sit with the children at lunch.
- To produce displays on communal display boards

#### **Record keeping & feedback**

- To record the progress of children through formal and informal assessment.
- Provide feedback to pupils in relation to progress and achievement.
- To feedback the achievements of pupils to colleagues through the agreed monitoring systems.
- To report on pupil achievements and set targets as necessary.
- To work with the SENCO and other teachers to develop and implement SEN Support Outcomes Plans and personalised learning.

#### **Inclusion**

- Promote the inclusion and acceptance of all pupils within the classroom. Encourage pupils to interact and work co-operatively with others and engage in all activities.

#### **Supervision & Behaviour Management**

- To supervise pupils around the School under the direction of the Head of Middle School.
- To maintain and reinforce the levels of discipline set by the Head of Middle School.

#### **Trips & Visits**

- To accompany teachers and classes on educational visits when required.

#### **Policies & Procedures**

- To understand and follow all school policies and procedures.
- Be aware of and comply with policies and procedures relating to child protection, health and safety, security and confidentiality, reporting all concerns to an appropriate person.
- To promote equal opportunities at all times.
- Be aware of and support differences and ensure all pupils have equal access to opportunities to learn and develop.

#### **Building relationships**

- Establish constructive relationships and communicate with other agencies/professionals, in liaison with staff, to support achievement and progress of pupils.
- To work in partnership with staff to create an engaging learning environment, including the creation of displays.
- To work in partnership with staff to establish and maintain constructive relationships with parents/carers. If required, contribute to academic evenings.

#### **Meetings & Additional Commitments**

- Attend and participate in a range of regular meetings as required. e.g. staff meetings, Department meetings etc.
- Attending Open mornings, Induction Mornings etc as required.
- Attend Inset Days and be available to help organise teaching areas.
- Attend relevant courses in order to enhance professional development.
- Contribute to the overall ethos/work/aims of the school.

**Extra-Curricular & Games**

- Contribute to the identification and running of appropriate extra curriculum learning activities.
- Assist with Games and sporting sessions for pupils.

**Safeguarding Children**

- All staff are responsible for the safeguarding of children in line with the School's Safeguarding (Child Protection) Policy.

**Essential competencies:**

- Experience in a primary education setting (employed or voluntary)
- Ability to work in a very busy educational environment
- 'Can do' attitude, team player
- Sense of humour!
- Ability to behave professionally and confidentially with regards to School matters

**Desirable competencies:**

- Foundation degree in Education and or Level 4 Teaching Assistant Qualification
- Have attended relevant courses
- First Aid trained
- Understanding of the independent education sector

**Employee Benefits include:**

- Support Staff Pension Scheme
- Free lunch and snacks provided during term-time (as available to the children)
- Complimentary coffee and tea during the working day
- Free car parking on site
- Cycle 2 Work scheme
- Employee Assistance Programme providing free advice and support to all employees on a wide range of issues.
- Staff Well-Being Programmes and Menopause Support Groups open to all staff.

*Pinewood School is committed to safeguarding and promoting the welfare of children. All applicants must be willing to undergo child protection screening, including checks with past employers and the Disclosure and Barring Service.*