

<b>Role Profile: Teaching Assistant Grade C</b>	
<b>Job Purpose</b>	To work under the guidance of teaching/senior staff to support children's learning in Early Years. Assist the class teacher in the management of pupils and in the management of classroom resources. Initially the work will be within the foundation stage learning environment.
<b>Decision Making</b>	The job involves working from instructions, but making minor decisions involving the use of initiative. Problems are referred to a supervisor / manager.
<b>Accountabilities</b>	<ul style="list-style-type: none"> <li>• Having a clear understanding of the pedagogy relating to early childhood development</li> <li>• Provide support for pupils, including those with special needs, ensuring their safety and access to learning activities</li> <li>• Assist the teacher in the management of pupils and the management of the classroom</li> <li>• Assist the teacher with the planning of learning activities</li> <li>• Working independently to plan and implement learning opportunities for children</li> <li>• Assist with the development and implementation of Individual Education Plans, Education and Health Care Plans and Personal Care programmes</li> <li>• Undertake pupils record keeping which will include recording pupils' responses to learning activities</li> <li>• Promote resilience, self-esteem and independence</li> <li>• Promote positive pupil behaviour, deal promptly with conflicts and incidents in line with the Positive Behaviour Policy and encourage pupils to take responsibility for their own behaviour</li> <li>• Provide assistance with pupil first aid and welfare issues e.g. look after sick pupils and liaise with parents</li> <li>• May be required to demonstrate own tasks to new starters or less experienced members of staff</li> <li>• Liaise with outside agencies and parents and communicate effectively where required</li> <li>• Lead small group learning activities (including phonics) – Training will be provided</li> <li>• Responsibility to safeguard all children – Training will be provided</li> <li>• Undertake other duties appropriate to the grade of the post</li> </ul>
<b>Demands</b>	<p>Some lifting, stretching and physical effort required for the preparation of the classroom for lessons and clearing away afterwards, as well as meeting individual pupil's needs. Post holder will periodically be required to assist with the display of pupils' work which may involve considerable physical effort.</p> <p>Post holder will be required to concentrate for most of the morning or afternoon whilst observing and assisting the pupils during lessons.</p> <p>There may be occasional emotional stress experienced through exposure to challenging behaviours.</p>
<b>Working Conditions</b>	Post holder mainly operates within classroom based conditions and there is regular background noise. There may be some exposure to environmental conditions when supervising pupils/students outside at lunchtime and during off-site activities and school trips. There may be the need to deal with bodily fluids when providing personal care to pupils.

<b>Experience, Knowledge and Qualifications</b>	<b>Essential:</b> NVQ 2 Teaching Assistants or equivalent qualifications or experience Knowledge of special educational needs Knowledge of First Aid (training provided) Numeracy & Literacy skills to fulfil the duties of the role Understanding of the EYFS Curriculum and other basic learning programmes and strategies Knowledge of Read Write Inc (training provided) Emotional Literacy Support Assistant or equivalent (training provided)
<b>Skills and Technical Competencies</b>	Post holder will be required to use interpretation skills in order to solve straightforward problems Post holder will be advising and guiding the pupils on a daily basis. Effective written and oral communication skills required to liaise with pupils, other staff, parents and outside agencies and professionals. Basic ICT skills such as email, keyboarding skills required to support the use of ICT in learning activities. Post holder will be required to operate office equipment e.g. photocopier
<b>Corporate Standards</b>	Act at all times in accordance with appropriate legislation and regulations, codes of practice, the provisions of Horizon Multi Academy Trust's constitution and its policies and procedures. Work within the requirements of the Trust's Health and Safety policy, performance standards, safe systems of work and procedures. Undertake all duties with due regard to the corporate equalities policy and relevant legislation.