

**Wrockwardine Wood Infant School & Nursery**

Church Road, Wrockwardine Wood, Telford TF2 7AH

**Executive Headteacher**: Mrs D S Garner

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**Website:**  <http://www.wrockwardinewoodinfant.org.uk>

**‘Love, Laugh, Learn’**

*Resourcefulness, Reciprocity (Teamwork), Reflectiveness, Resilience*

**Post title: Level 3 Teaching Assistant**

**NJC Scale: Scale 3**

**Hours per week 28.75 (8:30am -3:30pm)**

**Contract: Permanent**

Are you passionate about education and making a positive impact on young minds? We're seeking enthusiastic individuals to join our team as a Teaching Assistant.

**About Us:**

We are a dynamic school dedicated to fostering a nurturing and inspiring learning environment. Our commitment to excellence drives us to empower children and cultivate their potential.

**Position Overview:**

As a Teaching Assistant, you will work closely with teachers to support classroom activities and enhance the learning experience for children.

**Your responsibilities will include:**

Assisting teachers in preparing instructional materials.

Providing one-on-one support to children who need additional help.

Supervising children during activities and maintaining a safe learning environment.

Helping with administrative tasks as needed.

**Qualifications:**

The applicants will need to have the knowledge and skills to work with children aged 3-7 years of age. The candidate will require a level 2 or level 3 Department for Education recognised qualification. A Level 3 cover supervisor qualification would be advantageous but not essential as there may be an opportunity to gain this qualification within the post.

Excellent communication and interpersonal skills.

Ability to work collaboratively in a team environment.

Patience and empathy when working with children.

Previous experience in a similar role is preferred.

**Benefits:**

Opportunity to contribute to the education of future generations.

Professional development and growth opportunities.

Supportive and inclusive work culture.

**Safer Recruitment:**

Our school is committed to safeguarding and promoting the welfare of children, which will include a brief internet search. We expect all staff to share our commitment to safeguarding. The appointment will be subject to enhanced DBS.

Don't miss this chance to inspire and empower young minds. Apply now and be part of our mission to shape the future!

**How to Apply:**

If you're ready to embark on a rewarding journey in education, we invite you to join our team. Please apply by completing an application form outlining your qualifications and experience and why you believe you are suitable for the position.

Please refer to the job description and person specification below for more details.

Please email your completed application form to [A2116@taw.org.uk](mailto:A2116@taw.org.uk).

**Closing Date**: Tuesday 30 April 2024

**Interview Date:** Thursday 9 May 2024

Application forms and further details are available from [www.telford.gov.uk/jobs](http://www.telford.gov.uk/jobs). We do not accept a Curriculum Vitae.

**Job Description**

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| **Job Purpose** |
| To work under the guidance of teaching/senior staff and within an agreed system of supervision, to implement agreed work programmes with individuals/groups, in or out of the classroom. This could include those requiring detailed and specialist knowledge in particular areas and will involve assisting the teacher in the whole planning cycle and the management/preparation of resources. Staff may also supervise whole classes during the short-term absence of teachers. The primary focus will be to maintain good order and to keep children on task. Cover Supervisors will need to respond to questions and generally assist children to undertake set learning activities. |
| **Major Tasks** |
| * Cover supervisor. * Supporting the Personal Development, Behaviour and Welfare of children. * Supporting teaching and assessment of children. * Planning and preparation of resources for teaching, learning and assessment. |
| **Contacts & Relationships** |
| * Use specialist (curricular/learning) skills/training/experience to support children. * Assist with the development and implementation of Individual Provision Maps (IPM) * Establish productive working relationships with children, acting as a role model and setting high expectations. * Promote the inclusion and acceptance of all children within the classroom. * Support children consistently whilst recognising and responding to their individual needs. * Encourage children to interact and work co-operatively with others and engage all children in activities. * Promote independence and employ strategies to recognise and reward achievement of self-reliance. * Provide feedback to children in relation to progress and achievement. * Work with the teacher to establish an appropriate learning environment. * Work with the teacher in lesson planning, evaluating, and adjusting lessons or work plans as appropriate. * Liaise sensitively and effectively with parents/carers as agreed with the teacher within your role/responsibility and participate in feedback sessions/meetings with parents with, or as directed. * Administer and assess routine tests. * Provide general clerical/admin support e.g., administer homework, produce worksheets for agreed activities etc. * Help children to access learning activities through specialist support. * Be aware of and support difference and ensure all children have equal access to opportunities to learn and develop. * Establish constructive relationships and communicate with other agencies/professionals, in liaison with the teacher, to support achievement and progress of children. * Attend and participate in regular professional development meetings. * Participate in training and other learning activities as required. * Recognise own strengths and areas of expertise and use these to advise and support others. * Provide appropriate guidance and supervision and assist in the training and development of staff as appropriate. * Undertake planned supervision of children out of school hours learning activities. * Supervise children on visits, and out of school activities as required. |
| **Creativity** |
| * Monitor and evaluate children’s responses to learning activities through observation and planned recording of achievement against pre-determined learning objectives. * Provide objective and accurate feedback and reports as required, to the teacher on children achievement, progress, and other matters, ensuring the availability of appropriate evidence. * Be responsible for keeping and updating records as agreed with the teacher, contributing to reviews of systems/records as requested. * Undertake marking of children’s work and accurately record achievement/progress. * Promote positive values, attitudes, and good behaviour, dealing promptly with conflict and incidents in line with established policy and encourage children to take responsibility for their own behaviour. * Implement agreed learning activities/teaching programmes, adjusting activities according to children responses/needs. |
| **Decisions** |
| * Implement local and national learning strategies e.g., literacy, numeracy, early years and make effective use of opportunities provided by other learning activities to support the development of relevant skills. * Contribute to the overall ethos/work/aims of the school. |
| **Management & Supervision** |
| * Cover supervisor responsibilities. |
| **Supervision Received** |
| * Class Teacher * Subject Leader- for quality assurance and training * Senior Leadership Team (SLT)- for quality assurance and training |
| **Complexity** |
| * Teaching, Learning & Assessment * Personal Development, Behaviour and Welfare * Health & Safety * Child protection and safeguarding |
| **Resources** |
| * Support the use of ICT in learning activities and develop children’s competence and independence in its use. * Determine the need for, prepare and maintain general and specialist equipment and resources. * Be aware of and comply with policies and procedures relating to child protection, health, safety and security, confidentiality, and data protection, reporting all concerns to an appropriate person. |
| **Impact** |
| * Teaching, Learning & Assessment. * Supporting children’s learning and development. * Health & Safety. * Child Protection and Safeguarding. |
| **Physical Demands** |
| * Managing Behaviour * Physical Education * Educational visits   Risk assessments, policies and procedures are in place to keep children and adults safe. Induction procedures included relevant training. |
| **Working Environment** |
| * Outdoor learning and play in variable weather conditions. * Educational Visits off site   Risk assessments, policies and procedures are in place to keep children and adults safe. Induction procedures included relevant training. |
| **Emotional Context** |
| * Child Protection disclosures from children- risk assessments, policies and procedures are in place to keep children and adults safe. * Verbal abuse from parents- The Executive Headteacher and Senior Leaders would implement the appropriate policies to deal with such an event. * Managing Challenging Behaviour- risk assessments, policies and procedures are in place to keep children and adults safe. |
| **Other** |
| The post holder will be expected carry out any other duties as are within the scope, spirit, and purpose of the job, commensurate with the grade.  The post holder will be expected to actively follow Telford & Wrekin Council and school policies, including those such as Equal Opportunities, Human Resources, Information Security, Code of Conduct and Child Protection.  The post holder will be expected to maintain an awareness and observation of Fire and Health & Safety Regulations. |

**Person Specification**

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| **Criteria** | **Standard** |
| **Qualifications** | * Very good numeracy/literacy skills * NVQ3 for Teaching Assistants or equivalent Department for Education recognised qualification or experience. * Training in the relevant strategies e.g. National Curriculum, Phonics * Training in sign language, dyslexia. * Appropriate Paediatric First Aid training. |
| **Experience** | * Experience working with children of relevant age. |
| **Knowledge** | * Full working knowledge of relevant policies/codes of practice and awareness of relevant legislation. * Understanding of principles of child development and learning processes. |
| **Skills** | * Can use ICT effectively to support learning. * Use of other equipment technology – video, photocopier. * Ability to self-evaluate learning needs and actively seek learning opportunities. * Ability to relate well to children and adults. * Work constructively as part of a team, understanding classroom roles and responsibilities and your own position within these. |
| **Personal style & behaviours** | * Self-motivated with a positive approach and attitude. * Punctual and good attendance. * Good role model. * Smart dress code. * High expectations of self and others. * Resilient * Resourceful * Reflective * Responsible * A team player * Respects self and other |
| This post has been identified as a customer facing role and therefore the Council is required to fulfil their statutory duty under Part 7 of the Immigration Act 2016. As a public body the Council is obliged to ensure member of staff in such roles can have a command of spoken English which is sufficient to enable the effective performance of their role.  This post has been assessed as requiring C2 level Mastery or Proficient under the Common European Framework of Reference for Language (CEFR). | |
| We will ensure, so far as is reasonably practicable, that no disabled applicant is placed at a substantial disadvantage. This person specification includes what we believe are fully justifiable essential and desirable selection criteria. Provided that the selection criteria unconnected with the disability are met, we will make ALL reasonable adjustments in order that someone with a disability can undertake the duties involved. | |

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| **Type of criminal records checks required for this post** | **Ticked as required** |
| Enhanced Disclosure Barring Service (DBS) Check |  |
| Information on types of criminal records checks is available at: <https://www.gov.uk/disclosure-barring-service-check> | |