

## **The Coppice Primary School Job description**

### **JOB TITLE: Teaching Assistant – Grade 2 (Nursery)**

**Salary:** SCP 14 – 17 (depending on qualifications/experience)

**Hours:** 13 hours 30 minutes (Monday, Thursday and Friday 8.30 – 1.30) to include one hour each day supervising Nursery lunch duty.

**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 and groups, in or out of the classroom. Also, contributing to associated teacher planning and the management/preparation of resources as required. Supervise whole classes **occasionally** in the **short-term absence** of the teacher by maintaining order and keeping pupils on task.

**Responsible to:** Deputy Headteacher, Nursery Leader or Teacher

#### **Main duties and responsibilities:**

- To provide and maintain a high quality service to children and their families working as part of a staff team to meet children's individual needs.

#### **Children and Families:**

- To develop and maintain positive relationships with children and families.
- To assist with the planning and delivery of a wide range of activities to meet children's needs.
- To work with the EYFS and promote high standards of care for the children.
- To use observation and reflective practice to contribute to planning and evaluation in the setting.
- To maintain children's safety and well-being at all times. To take any action required to ensure the safety and welfare of children and to report any concern immediately to the Class Teacher.
- To ensure good communication between staff and parents/carers.
- Use curricular/learning skills and experience to support pupils including those with Special Educational Needs.

#### **Staff:**

- Monitor and evaluate pupils' responses to learning activities through observation and planned recording of achievement against pre-determined learning objectives and provide objective and accurate feedback and reports as required, to the teacher on pupil achievement, progress and other matters, ensuring the availability of appropriate evidence.

- To work as a positive role model and member of the staff team.
- To attend and participate in meetings and take part in training and other learning activities as required.
- To provide general clerical/admin support e.g. produce resources for agreed activities.

**General:**

- To be aware of and comply with policies and procedures relating to child protection/safeguarding, health, safety and security, confidentiality and data protection, reporting all concerns to an appropriate person.
- To keep records as required.
- To maintain positive working relationships with relevant external professionals.
- To support and develop an environment which is inclusive for all and recognises and encourages diversity.
- To represent the setting professionally at all times, maintaining the setting's integrity and being open to both giving and receiving feedback.

**Signed:**

**Date:**