

Job Description PPA Cover Teaching Assistant

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| Start Date: | September 2024 |
| Responsible to: | Deputy Head |
| Location: | Queen's Park Infant Academy |
| Grade: | Grade 6 SCP 16-22 (FTE £28,282 - £31,364 per annum) |
| Hours of work: | Tuesdays – Friday 8.15am to 3.15pm |
| Disclosure Level: | Enhanced Disclosure & Barring Service Check with child barred list check |

Overall Purpose

- To complement the professional work of the Class Teachers by taking responsibility for agreed learning activities/curriculum area under an agreed system of supervision, under the direction of a qualified teacher. This will involve planning, preparing and delivering learning activities for whole classes and monitoring pupils and assessing, recording and reporting on pupils' progress and attainment.
- Responsible for the management and development of a specialist area within the school and/or management of other Teaching Assistants including allocation and monitoring or work, appraisal and training.
- To ensure the learning environment is appropriately organised and to provide a good range of learning resources and materials.
- To provide support for Class Teachers by establishing good relations with all pupils' giving appropriate comfort and care as directed.

Safeguarding

Coastal Learning Partnership is committed to safeguarding and promoting the welfare of children and young people and requires all staff and volunteers to share and demonstrate this commitment.

The successful candidate will be required to demonstrate that they meet the essential elements of the person specification and will be subject to pre-employment checks including a health check, online searches and Enhanced DBS check and satisfactory references.

General Duties

Working under the Deputy Head's directions and guidance to:

Support the Class Teacher:

- By assisting the Class Teacher with the development and implementation of individual Education/Behaviour/ Support/Mentor plans. Assess the needs of pupils using detailed knowledge and specialist skills to support pupils' learning.
- By assisting with the development of policies and procedures relating to child protection, health, safety and security, confidentiality and data protection, reporting all concerns to an appropriate person.

- Manage record keeping systems and processes. Provide objective and accurate feedback and reports as required, to other staff on pupil achievement, progress and other matters, ensuring the availability of appropriate evidence.

Support the pupils:

- Supporting pupils consistently whilst recognising and responding to their individual needs.
- Use of ICT effectively to support learning activities and develop pupils' competence and independence in its use.
- Promote the inclusion and acceptance of all pupils within the classroom.
- Establish productive working relationships with pupils, acting as a role model and setting high expectations.
- To promote the children's emotional health and well-being, including reporting any safeguarding concerns to Senior Staff.
- Be responsible for the provision of out of school learning activities within guidelines established by the School and Trust.

Support the Academy and Trust through:

- Complying with, promoting and acting in accordance with all academy and Trust policies – in particular the Child Protection and Safeguarding Policy and the Trust Code of Conduct.
- Maintaining consistent working relationships with colleagues, supporting them in line with your role and responsibilities.
- Keeping colleagues informed about aspects of your work and schedule which may affect the support you can give them.
- Keeping Confidentiality.
- To take part in training events, as appropriate, including first aid and safeguarding.
- Developing your effectiveness as a support role through updating your knowledge and skills, and seeking and taking account of constructive feedback on your performance.
- Identifying and agreeing personal development objectives with the Deputy Head.
- Making effective use of the development opportunities open to you.

Arrangements for Performance Management:

- Performance Management will be carried out on an annual basis and be related to the responsibilities outlined in the job description.
- The Performance Management meeting will evaluate achievements, agree areas for development, set appropriate targets, and examine potential training requirements, changes and actions to be taken.

Additional Information:

- The PPA Teaching Assistant will also be expected to perform other, reasonable tasks appropriate to the role or any lesser duties as directed by the Head Teacher to meet the outline purpose of the role.

The Job Description is to indicate the general purpose and level of responsibility. Please be aware that duties may change from time to time without changing their character or general level of responsibility. Duties may be subject to periodic review by the Head Teacher to reflect the changing composition of the School's business.

Whilst every effort has been made to explain the main duties and responsibilities of the PPA TA role, each individual task will not be identified. It is expected that all colleagues will endeavour to deliver any tasks identified as reasonable by their Headteacher.

Person Specification PPA Cover Teaching Assistant

| Criteria | Essential | Desirable |
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| Qualifications: | <ul style="list-style-type: none"> ▪ Will have GCSE Maths and English grades A-C or equivalent ▪ Qualification in Early Years practice or Teaching Assistant (e.g NVQ) | <ul style="list-style-type: none"> ▪ HLTA Qualification |
| Experience: | <ul style="list-style-type: none"> ▪ Experience of working with children across Foundation Stage & Key Stage 1. ▪ At least two years' experience as a Teaching Assistant. | |
| Professional values: | <ul style="list-style-type: none"> ▪ Adopt a flexible approach to working ▪ Be committed to school improvement | <ul style="list-style-type: none"> ▪ Be able to establish and maintain good professional relationships with pupils, parents and colleagues ▪ Have the ambition and drive for your own professional development |
| Knowledge, skills & abilities | <ul style="list-style-type: none"> ▪ Understand the role of assessment in learning. ▪ Excellent generic subject knowledge. ▪ Knowledge of Safeguarding children. ▪ Be pro-active and capable of building effective relationships with all school members. ▪ Ability to be confidential. ▪ ICT and administrative skills. ▪ Satisfactory DBS clearance (will be confirmed as part of pre-employment checks) ▪ Ability to be flexible and remain calm under pressure. | <ul style="list-style-type: none"> ▪ Knowledge of SEND. ▪ Knowledge of effective behaviour management strategies. ▪ Knowledge of effective assessment strategies. ▪ Ability to work with and manage children's behaviour showing care and understanding. |
| Other | <ul style="list-style-type: none"> ▪ Willing to undertake training as required and a 6 month probationary period. ▪ Good organisational skills. | <ul style="list-style-type: none"> ▪ First Aid certificate |

The post holder may be required to travel to other local sites, including other CLP schools.