



Spring Meadow Infant and Nursery School

This school is committed to safeguarding and promoting the welfare of children and young people and expects all staff to share this commitment

Job Title: Teaching Assistant

School/Service: Spring Meadow Infant and Nursery School

Reports to: SENDCO

Location: Spring Meadow Infant and Nursery School

Job Purpose:

Support the classroom teacher to facilitate the active participation of children in the academic and social activities of the school. Contribute to raising standards of achievement for all pupils.

Principal Accountabilities:

1. Support for children

- In conjunction with the classroom teacher, adapt lessons to meet the needs of individual children and small groups.
- Take responsibility for delivering learning activities with small groups who would benefit from a different learning approach as agreed.
- Establish and maintain supportive relationships with individual pupils, small groups and parents/carers to ensure they understand and can achieve the tasks.
- Provide learning support to children with significant care needs, or where English is not their first language.
- Support children with significant development needs, e.g. cognitive ability, learning skills, etc. as directed.
- Encourage and promote inclusion in the classroom, ensuring all pupils feel involved with tasks and activities.

2. Support for the curriculum

- Support the school curriculum, across all areas of the curriculum especially including English and Maths activities.
- Provide targeted support to enhance learning and improve attainment

3. Support for the teacher

- Assist in maintaining class records and contribute to reports on pupil



progress and development as directed.

- Monitor, track progress and provide feedback to assist in developing ADPRs for children with special needs.
- Contribute to the planning and evaluation of work programmes for individual pupils and groups.
- Provide feedback on learning activities and contribute to school review and development planning.
- Organise the learning environment and develop classroom resources as required.
- Undertake support activities for the teacher as required, e.g. photocopying, preparation of materials, mounting displays.
- With support from the teacher take responsibility for the management of pupil behaviour, including anticipating and taking action to prevent potential problems arising.

4. Support for the school

- Develop and maintain effective working relationships with other staff and parents or carers.
- Contribute to the maintenance of a safe and healthy environment.
- Attend and actively participate in staff meetings when required.
- Participate in and support the professional development of other teaching assistants as required.
- Assist in facilitating school events, e.g. school plays, events.



Person specification

CRITERIA	QUALITIES You may wish to classify these as “essential” or “desirable” depending on your expectations for the role
Qualifications and experience	<ul style="list-style-type: none"> ➤ Level 2 or 3 Certificate in Supporting Teaching and Learning in Schools, Level 3 Diploma in Childcare and Education, or other relevant qualification in nursery work or childcare (or willingness to work towards a qualification if not already held) ➤ GCSEs at grades 9 to 4 (A* to C) including English and maths ➤ Experience of working with children ➤ Experience of planning and leading teaching and learning activities (under supervision)
Skills and knowledge	<ul style="list-style-type: none"> ➤ Good literacy and numeracy skills ➤ Good organisational skills ➤ Ability to build effective working relationships with pupils and adults ➤ Skills and expertise in understanding the needs of all pupils ➤ Knowledge of how to help adapt and deliver support to meet individual needs ➤ Subject and curriculum knowledge relevant to the role, and ability to apply this effectively in supporting teachers and pupils ➤ Excellent verbal communication skills ➤ Active listening skills ➤ The ability to remain calm in stressful situations ➤ Knowledge of guidance and requirements around safeguarding children ➤ Good ICT skills, particularly using ICT to support learning ➤ Understanding of roles and responsibilities within the classroom and whole school context
Personal qualities	<ul style="list-style-type: none"> ➤ Enjoyment of working with children ➤ Sensitivity and understanding, to help build good relationships with pupils ➤ A commitment to getting the best outcomes for all pupils and promoting the ethos and values of the school ➤ Commitment to maintaining confidentiality at all times ➤ Commitment to safeguarding pupil's wellbeing and equality