



# MATERNITY COVER TEACHING ASSISTANT (LEVEL 2)

## Job Description and Person Specification

300 Pupils · Co-educational Independent Preparatory School · Boarding · 3 - 13 years

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### PRINCIPAL ACCOUNTABILITIES

To work under the guidance of teaching staff to work with individual children or groups of children as directed by the Teacher. To provide support across a range of child centred activities to promote child development and learning. Work may be carried out in the classroom or outside the main teaching area.

### SUPPORT FOR PUPILS

- Promote development and learning (physical, emotional and social education). Foster growth, self-esteem and independence, observe and record development.
- Support those with special needs.
- Carry out reasonable daily personal care/hygiene duties and administer basic first aid. (Filling in accident book)
- Assist with movement of children around School.

### SUPPORT FOR TEACHER

- To prepare and maintain basic classroom resources and equipment as directed by the class teacher and assist the pupils in their use.
- To prepare the classroom as directed for lessons, ensuring that resources are available and cleared away at the end of the lesson as appropriate.
- To provide regular feedback to teachers on pupils progress and behaviour.
- To be aware of the planning of work and activities each week.
- To provide general clerical support to the teacher, e.g. photocopying, laminating, filing, etc as required
- To supervise whole classes in the absence of the class teacher.
- To provide support to teachers linked to a specific area of expertise
- To support the teacher with marking appropriate pieces of work.
- To provide feedback or explain feedback and marking to children.
- To contribute to PLPs and passports.
- To create and deliver intervention programmes to support pupil progress and monitor the impact that these have.
- To support Forest school where appropriate.
- To approach each day with positivity.

### SUPPORT FOR SCHOOL

- To be aware of and comply with policies and procedures relating to child protection, health and safety and security. SEN/Inclusion and data protection reporting all concerns to the appropriate named person.
- To assist with the supervision of pupils out of lesson time but during the school day, within contracted hours as necessary for their safety. (Playground, prep and dining room duty)
- To accompany teaching staff and pupils on visits, trips and out of school activities within contracted hours as required.

- To assist with the general pastoral care of pupils, including helping pupils who are unwell, distressed or unsettled.
- To attend relevant meetings, participate in relevant training and INSET days as required.
- To adhere to school health and safety policy including risk assessment and safety systems.
- To adhere to the school policies and professional code of conduct.

## **SUPPORT FOR CURRICULUM**

- To assist with the development of basic Literacy, Numeracy and ICT skills and to support their use in learning activities.
- To plan and run Little Wandle Phonic Sessions/Keep Up with individuals or small groups.
- To prepare and deliver intervention groups on specific skills to support pupil progress.

## **GENERAL**

- Assist with the supervision of pupils out of lesson times, including before and after school and at lunchtime.
- Accompany teaching staff and pupils on visits, trips and out of school activities as required and take responsibility for a group under the supervision of the teacher.
- Where required, to represent the school at internal and external events.
- Contribute to the overall ethos / work / aims of the school.
- Appreciate and support the role of other professionals.
- Attend and participate in relevant meetings as required.
- To undertake such other tasks relevant to the needs of the School or the role as these arise.
- To work towards and support the School's vision and objectives outlined in the School Development Plan.
- To work within the School's health and safety policy to ensure a safe working environment for staff, pupils and visitors.
- To work within the School's Diversity Policy to promote equality of opportunity for all pupils and staff, both current and prospective.
- Maintain high professional standards of attendance, punctuality and appearance and to conduct positive, courteous relations with pupils, parents and colleagues.
- The Teaching Assistant will be expected to fulfil any reasonable request made by the Class Teacher, or other members of SLT.
- All staff are required to adhere to the School's Child protection Policy Statement at all times. If, in the course of carrying out their duties, a member of staff becomes aware of any actual or potential risks to the safety or welfare of children in the School, these concerns must be reported to the School's designated Child Protection Officer.
- This job description is not exhaustive and will be reviewed as part of the appraisal process. It may be subject to modification or amendment at any time after consultation with the post holder.

## **PERSON SPECIFICATION**

### **Experience:**

- Working with or caring for children of the relevant age.

### **Qualifications:**

- Good numeracy / literacy skills.
- NVQ 3 for Teaching Assistants or equivalent qualifications or experience (Support work for Schools or Supporting Teaching and Learning).
- Training in the relevant learning strategies e.g. literacy.
- First aid training / training as appropriate.

### **Knowledge / skills:**

- Effective use of ICT to support learning.
- Use of other equipment technology - video, photocopier.
- Understanding of relevant policies / codes of practice and awareness of relevant legislation.
- General understanding of national / foundation stage curriculum and other basic learning programmes / strategies.
- Basic understanding of child development and learning.
- Ability to self-evaluate learning needs and actively seek learning opportunities.
- Ability to relate well to children and adults.
- Work constructively and flexibly as part of a team, understanding classroom roles and responsibilities and your own position within these.

## **PROFESSIONAL DEVELOPMENT**

- To assist with any lesson observations when required.
- Engage actively in the Professional Development Programme.
- To participate in INSET days and attend courses as requested.

## **MONITORING AND TRACKING OF PUPIL PROGRESS**

- To assist with the monitoring of the pupils' progress and identify areas of strength and development.
- To assist with the assessment, recording and reporting on the development, progress and attainment of pupils.
- To assist the teacher with any work scrutiny projects.

## **ADDITIONAL INFORMATION**

Contract: Fixed Term Contract to cover maternity leave.

Start Date: 25 November 2024

Timetable: Monday to Friday 08:00 – 17:00, term-time only

The School will match up to 6% pension contribution from the employee (within The Pensions Trust).

Outstanding lunches are provided during term time only and are free of charge.

All employees benefit from the ability to use the School's sporting and recreational facilities.

This school is committed to safeguarding and promoting the welfare of children and young people and expects all staff and volunteers to share this commitment. An Enhanced Certificate from the Disclosure & Barring Service is required for this post prior to commencement.

## **AGREEMENT**

This job description will be agreed between the post holder and the manager to whom he / she is accountable to. It may be reviewed in light of experience, changes and developments.

All employees are responsible for ensuring they attend the relevant mandatory training as agreed with their manager. It is the employee's responsibility to ensure they follow the latest version of all policies and procedures which apply to them.

<b>POST HOLDER'S NAME:</b>	
<b>POST HOLDER'S SIGNATURE:</b>	
<b>DATE AGREED:</b>	

<b>MANAGER'S NAME:</b>	
<b>MANAGER'S SIGNATURE:</b>	
<b>DATE CONFIRMED:</b>	