



**Lydiate
Primary
School**



Job: 1:1 SEND Teaching Assistant Level 2

£18,795 per annum PRO-RATA (actual £12,632) Point D5

30 hours per week, term-time only

Contract Initially 1st September 2021 to 31st August 2022

Lydiate Primary School & First Steps Enterprise Ltd

OVERVIEW

An exciting opportunity has arisen to join our ambitious good school. The Governors of Lydiate Primary and Nursery School would like to appoint an experienced, enthusiastic and caring Teaching Assistant to work 1:1 with a child with additional needs within our Reception class. The right candidate will be:

- Committed to raising standards, ensuring children achieve their full potential in acquiring the essential skills needed within the EYFS.
- Adaptable and able to work on their own initiative.
- Able to support pupils who have special needs, especially Complex Needs, ASD and speech & language difficulties.

We can offer the successful candidate:

- A supportive team of colleagues.
- An attractive, engaging and safe environment.
- Well behaved, polite, happy children.

It is important that the appointed person complements our existing highly professional team. Although the post is a 1:1 support position at times they may be required to work in any of our classes to support the education of individual pupils or groups of children. Applicants should be appropriately qualified and have relevant skills and experience.

RESPONSIBLE TO

School/Workplace: Assistant Headteacher – Lower School

Employer (First Steps) – Managing Director

RESPONSIBLE FOR

1:1 SEN Support

JOB PURPOSE

To work with and supervise individuals and groups of children under the direction/instruction of teaching and/or senior staff, inclusive of specific individual learning needs, enabling access to learning for all pupils and assistance and support in classroom management and behaviour techniques.

MAIN DUTIES

Support for the Pupil

- Establish good working relationships with pupils, acting as a role model.
- Be aware of and respond appropriately to individual pupil needs ensuring effective interaction.
- Provide specific support to pupil, dependent upon their individual needs ensuring their safety whilst supporting access to learning activities.
- Promote inclusion and acceptance of all pupils.
- Encourage pupils to interact with others and engage in activities led by the teacher.
- Promote self-esteem and independence.
- Provide feedback to pupils in relation to progress and achievement under the guidance and direction of the teacher.

Support for the Teacher

- Provide minimal clerical/administration support (e.g. photocopying, typing, filing, collecting money, etc)
- Assist with the display of children's work.
- Create and maintain a purposeful, orderly and supportive environment, in accordance with lesson plans.
- In liaison with the teacher, utilise strategies to support pupils in achieving learning goals.
- Report pupil achievements, progress and issues as appropriate in agreed format.
- Undertake pupil record keeping as requested.
- Administer routine primary tests and invigilate exams.
- Promote good pupil behaviour, dealing promptly with conflict and incidents and encouraging pupils to take responsibility for their own behaviour in line with established school policy.
- Establish constructive relationships with parents/carers.

Support for the Curriculum

- Undertake structured and agreed learning activities/learning programmes, taking into consideration pupil learning styles.
- Undertake literacy/numeracy programmes, recording achievements and progress and providing appropriate reports and feedback for the teacher.
- Support the use of IT in learning activities and develop pupils' competence and independence in its use.
- Prepare, maintain and use equipment/resources required to meet the lesson plans/relevant learning activity and assist pupils in their use.

Support for the School

- Be aware of and comply with school policies and procedures relating to child protection, health, safety and security, confidentiality and data protection. Report all concerns to the appropriate person (as named in the policy concerned).
- Be aware of and support difference and ensure all pupils have equal access to opportunities to learn and develop.
- Contribute to the school ethos, aims and development/improvement plan.
- Appreciate and support the role of other professionals.
- Attend relevant meetings as required.
- Participate in training and other learning activities as required.
- Assist with the supervision of pupils out of directed lesson time, including before and after school if appropriate and within working hours.
- Accompany teaching staff and pupils on visits, trips and out of school activities as required.

The post holder may reasonably be expected to undertake other duties commensurate with the level of responsibility that may be allocated from time to time.

Person Specification

	Essential (E) or Desirable (D)
<u>Skills</u> • Ability to work effectively within a team environment, understanding classroom roles and responsibilities. • Ability to build effective working relationships with all pupils and colleagues. • Ability to promote a positive ethos and role model positive attributes. • Good personal numeracy and literacy skills	 E E E E
<u>Knowledge and Understanding</u> • General understanding of EYFS / National Curriculum and other basic learning programmes/techniques (within specified age range/subject area) • General awareness of inclusion, especially within a school setting • Experience of resources preparation to support learning programmes. • Effective use of IT to support learning. • Understanding of other basic technology – video, photocopier	 E E E E E
<u>Qualifications and Training</u> • Minimum 2 years experience of working with and/or caring for children within specified age range/subject area or NVQ II or equivalent in teaching assistance. • Above within an educational setting • Willingness to participate in relevant training and development opportunities. • Training in English (Phonics) and Mathematics • Training in special educational needs strategies • Willingness to undertake appointed person certificate in first aid administration	 D D E D D D
<u>Professional Values and Practice</u> Must be able to demonstrate the following: • High expectations of all pupils; respect for their social, cultural, linguistic, religious and ethnic backgrounds; and commitment to raising their educational achievements. • Ability to build and maintain successful relationships with pupils, treat them consistently, with respect and consideration, and demonstrate concern for their development as learners. • Demonstrate and promote the positive value, attitudes and behaviour they expect from the pupils with whom they work. • Ability to work collaboratively with colleagues, and carry out role effectively, knowing when to seek help and advice. • Able to liaise sensitively and effectively with parents and carers, recognising role in pupils' learning. • Able to improve their own practice through observations, evaluation and discussion with colleagues	 E E E E E E

Other Information

- Pay – Teaching Assistant Level 3 £18,795 per annum pro-rata. Actual £12,623 (based on £10.01 per hour, plus leave allowance)
- Annual leave allocation added to hourly pay.
- Term-time only over 38.4 weeks
- Pay is added up and divided equally by the number of pay periods to ensure the successful candidate receives pay in the school holidays.
- Subject to 12-week probationary period
- Location: Lydiate Primary School, Lambshear Lane, Lydiate, L31 2JZ
- Fixed term from 1st September 2021 to 31st August 2022 and in line with placement requirements of the school
- This post is funded through the school.
- Complete an application online here - <http://firststepsenterprise.co.uk/vacancies/> CVs are not accepted.