

'Learning together, loving others, guided by God'

Heene Church of England (Aided) Primary School
Headteacher: Mrs Jo MacGovern

EYFS Teaching Assistant

31 hours 25 minutes per week – Term Time Only

Grade WO3 point 11 – 13

Annual Salary £11,933 - £12,428

We are looking to appoint a Teaching Assistant to our EYFS team from September 2018 and would welcome your application if you have experience of working with children and feel you can offer the care and support needed in an EYFS setting. Further details of the post can be found in the attached job description and person specification.

We are ideally looking for someone who :

- Can support the Christian ethos of our school
- Is enthusiastic and willing to learn
- Has good communication and team working skills
- Has a flexible approach to work

In return we can provide :

- The support of an experienced team of EYFS staff
- A caring and motivational atmosphere in which to work
- A commitment to your training and professional development

We are committed to the protection and safety of our pupils, and we expect all the members of our community to share this commitment. We welcome applications regardless of age, gender, ethnicity or religion. References will be taken up prior to interview. A DBS enhanced disclosure is required for all successful applicants.

To apply for this position please submit a completed application form (which can be found as an attachment to this advert) to our Business Manager, Diane Cann. Applications can be submitted electronically to sbm@heenepprimary.co.uk, by post or by hand to be received by the closing date shown below.

We appreciate that the summer holiday will make it difficult to contact us with any queries you may have or to visit the school. If you would like to arrange a visit in the first week of term, please email headspa@heenepprimary.co.uk giving your availability during the week commencing 3rd September and we will contact you at the beginning of the school term to confirm a date and time. Any queries should be sent to sbm@heenepprimary.co.uk and we will endeavour to reply within a few days of your enquiry.

Closing Date: Midday Friday 7th September
Interview date: Tuesday 11th September



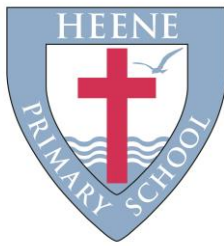
Norfolk Street, Worthing, West Sussex BN11 4BB

Email: office@heenepprimary.co.uk

Tel: 01903 201386

Fax: 01903 215033





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JOB DESCRIPTION – TEACHING ASSISTANT/FIRST AIDER

JOB TITLE: Teaching Assistant

GRADE: WO£

HOURS: 8:30am – 3:15pm

RESPONSIBLE TO: Deputy Head teacher / Class teacher

PURPOSE OF JOB: To assist and support class teachers and pupils. The role will require the post holder to work under the direction of classroom teachers, supporting and progressing learning of the pupils. Work may be carried out in and outside the main teaching environment.

JOB DUTIES:

Support for Pupils

- Supervise and provide particular support for pupils, including those with special needs, ensuring their safety and access to learning activities
- Assist with the development and implementation of Individual Education Plans (IEPs) and associated provision
- Establish constructive relationships with pupils and interact with them according to individual needs
- Promote the inclusion of all pupils
- Encourage pupils to engage in activities led by the teacher
- Set challenging and demanding expectations and promote self-esteem and independence
- Provide feedback to pupils in relation to progress and achievement under guidance of the teacher
- To undertake first aid duties (if qualified)
- To undertake break time duties

Support for the Teacher

- Create and maintain a purposeful, orderly and supportive environment, in accordance with lesson plans and assist with the display of pupils' work
- Use strategies, in liaison with the teacher, to support pupils work to achieve learning goals
- Assist with the teacher in lesson planning, evaluating and adjusting lessons / work plans as appropriate
- Monitor and evaluate pupils' responses to learning activities through observation and planned recording of achievement against pre-determined learning objectives
- Promote good behaviour, dealing promptly with conflict and incidents in line with established policy and encourage pupils to take responsibility for their own behaviour
- Establish constructive relationships with parents/carers
- Undertake routine marking of pupils' work in line with policy and provide clerical / admin support e.g. photocopying, preparing resources.



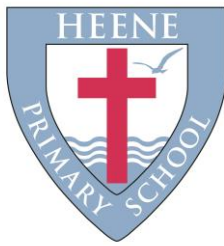
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Support for the Curriculum

- Implement agreed learning activities / teaching programmes, adjusting activities according to pupil responses / needs
- Implement local and national strategies and make effective use of opportunities provided by other learning activities to support the development of relevant skills
- Support the use of ICT in learning activities and develop pupils' competence and independence in its use
- Determine the need for and prepare and maintain general and specialist equipment and resources to meet the lesson plans/relevant learning activity and assist pupils in their use
- Help pupils to access learning activities through specialist support

Support for the School

- Be aware of and comply with policies and procedures relating to child protection, health, safety and security, confidentiality and data protection, reporting all concerns to an appropriate person
- Be aware of and support difference and ensure all pupils have equal access to opportunities to learn and develop
- Contribute to the overall ethos / work / aims of the school
- Establish constructive relationships and communicate with other professionals, in liaison with the teacher, to support achievement and progress of the pupil
- Attend and participate in regular meetings
- Participate in training and other learning activities as required
- Recognise own strengths and areas of expertise and use these to advise and support others
- Supervise pupils on visits, trips and out of school activities as required and take responsibility for a group under the supervision of the teacher

The list of duties in the job description should not be regarded as exclusive or exhaustive. There will be other duties and requirements associated with your job and, in addition, as a term of your employment you may be required to undertake various other duties as may reasonably be required.

Your duties will be as set out in the above job description but please note that the school reserves the right to update your job description, from time to time, to reflect changes in, or to, your job.

You will be consulted about any proposed changes.



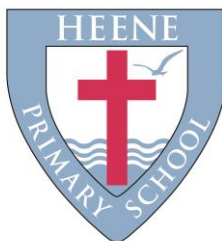
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PERSON SPECIFICATION: Teaching Assistant

	Essential Criteria	Desirable Criteria
Qualifications and Understanding	Good level of literacy and numeracy, educated to GCSE Grade C or above	NVQ 3 qualification (childcare/early years/TA/teaching and learning)
		First Aid Qualification
Experience	To have experience of working in a school/with children	Experience of working with children with a range of special educational needs
		Experience of working in an early years setting
Skills, abilities and knowledge	The ability to establish effective, positive relationships with children, whilst at the same time understanding and respecting confidentiality	Knowledge of child protection and health and safety practices
	Ability to provide a good role model to children and a commitment to helping children achieve their potential	Effective use of ICT to support learning
	To be able to communicate effectively verbally, and in writing, with children and colleagues	General understanding of national/foundation stage curriculum and other basic learning programmes with a basic understanding of child development
	Good organisational, record keeping and timekeeping skills. Able to meet deadlines, follow instructions and use own initiative	
	The ability to self-evaluate learning needs and actively seek learning opportunities	
	Ability to adapt an activity for children experiencing difficulty and enthuse children in their learning	
	Ability to assist the teachers in making the school an attractive and tidy learning environment, and to assist with displays	
Interpersonal/ personal skills	To be positive, flexible and resilient and able to work under own initiative	To contribute to the wider workings of the school
	To be calm under pressure and able to prioritise workload	
	To be motivated and caring	
	To be able to work as part of a team	
	To maintain a non-judgemental and professional approach	
	Willingness to assist with playground duties, clubs and lunch duties	
	To be committed to meeting the needs of the whole school community	



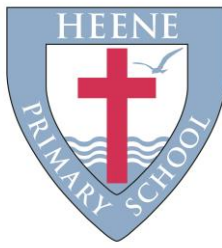
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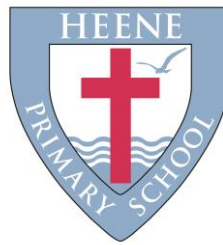
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