

WHITCHURCH CE INFANT AND NURSERY ACADEMY



JOB DESCRIPTION

Position: Teaching & Learning Support Assistant

Date:	Required ASAP
Grade:	Level 3
Salary:	£18,562 - £18,933 pro rata
Location:	Whitchurch CE Infant and Nursery Academy
Contract Type:	Fixed term to 31 st May 2021
Contract Term:	Part Time
Hours/Work patterns if Part Time	28.75 hours per week, Monday to Friday during term time

Job Purpose:

The St Bart's Multi-Academy Trust, in partnership with Governors, staff and children are seeking to appoint a Teaching and Learning Support assistant to join our Early Years Foundation Stage team.

Key Duties / Responsibilities:

The successful candidate will:

1. Implement planned learning activities/teaching programmes as agreed with the teacher, adjusting activities according to pupils' responses as appropriate
2. Participate in planning and evaluation of learning activities with the teacher, providing feedback to the teacher on pupil progress and behaviour
3. Support the teacher in monitoring, assessing and recording pupil progress/activities
4. Provide feedback to pupils in relation to attainment and progress under the guidance of the teacher
5. Support learning by arranging/providing resources for lessons/activities under the direction of the teacher
6. Support pupils in social and emotional well-being, reporting problems to the teacher as appropriate
7. Share information about pupils with other staff, parents / carers, internal and external agencies, as appropriate
8. Understand and support independent learning and inclusion of all pupils as required.
9. Work with individual pupils with special educational needs
10. Work with pupils for whom English is not their first language
11. Assist in the development of individual development plans for pupils (such as Individual educational plans)
12. Support the work of volunteers and other teaching assistants in the classroom
13. Support the use of ICT in the curriculum
14. Invigilate exams and tests
15. Assist in escorting and supervising pupils on educational visits and out of school activities
16. Select, prepare and clear away classroom materials and learning areas ensuring they are available for use, including developing and presenting displays
17. Support pupils in developing and implementing their own personal and social development
18. Assist pupils with eating, dressing and hygiene, as required, whilst encouraging independence
19. Monitor and manage stock and supplies for the classroom.

The successful candidate will have:

- NVQ level 2 in supporting teaching and learning or equivalent; may be working towards NVQ level 3 and/or national occupational standards
- Knowledge and compliance with policies and procedures relevant to child protection and health and safety.
- An ability to fulfil all spoken aspects of the role with confidence through the medium of English

We offer:

- A caring and welcoming Academy that values and respects everyone and puts our children at the heart of everything we do.
- A friendly, enthusiastic, ambitious and supportive staff team.
- A determined and dynamic Senior Leadership Team.
- A strong commitment to your continued professional growth, through training and development opportunities.
- Supportive parents and children who are keen to learn.

Closing date:

Closing date for applications is Thursday 7th January 2021

Interviews:

Interviews will take place Tuesday 12th January 2021

Whitchurch CE Infant and Nursery is an equal opportunities employer. We welcome applications from all members of the community, regardless of gender, age, marital status, disability, ethnicity, religion, belief or sexual orientation.

Whitchurch CE Infant and Nursery is committed to the safeguarding and welfare of children and young people and expects all its employees to share this commitment. This post is exempt under the 'Rehabilitation of Young Offenders Act 1974' and the successful applicant will be subject to an enhanced check by the Disclosure and Barring Service (DBS).

Application forms are available from our Federation website www.thewhitchurchcofefederation.com

Contact Details:

Applications to be returned to:

Ms P Ross, Business Manager
Whitchurch CE Infant and Nursery Academy
Station Road
Whitchurch
Shropshire
SY13 1RJ

Or via email: finance@whitchurchinf.co.uk

Telephone: 01948 662905