

Wigan Council



Hindley Nursery School

Job Description

Post Title:	Teaching Assistant Level 3
Post No:	
Job Purpose:	To work under the guidance of teaching / senior staff and within an agreed system of supervision, to implement agreed work programmes for individuals / groups in or out of the nursery setting. This could include those requiring detailed and specialist knowledge in particular areas and will involve assisting the teacher in the whole planning cycle and the management / preparation of resources. Staff may also supervise whole classes occasionally during the short term absence of teachers. The primary focus will be to maintain good teaching and learning, good order and to keep children on task.
Reporting To:	Deputy Headteacher and Headteacher, Teacher and HLTA
Liaising With:	Headteacher, Deputy Headteacher, Teachers, TA's, parents, LA officers, external agencies
Hours of Work:	37 hours per week. Term time + 1wk
Salary/Wage Grade:	G4 (£19,312 to £20,903) pro-rata for term time
Current Base:	This post is based at Hindley Nursery School
Car Designation:	None
Disclosure Level:	Enhanced

Main (core) duties

Operational/Strategic Planning:	<ul style="list-style-type: none"> ▪ Assist with the development and implementation of IEP's. ▪ Promote the inclusion and acceptance of all children within the nursery setting. ▪ Provide objective and accurate feedback and reports, as required, to the teacher on pupil achievement, progress and other matters ensuring the availability of appropriate evidence. ▪ Promote positive values, attitudes and good pupil behaviour, dealing promptly with conflict and incidents in line with established policy and encourage children to take responsibility for their own behaviour. ▪ Deliver local and national learning strategies for example the Foundation Stage Guidance. ▪ 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 diversity and ensure all children have equal access to opportunities to learn and develop.
Service Provision	<ul style="list-style-type: none"> ▪ Use specialist (curricular / learning) skills, training and experience to support children. ▪ Support children consistently whilst recognising and responding to their individual needs. ▪ Encourage children to interact and work co-operatively with others and engage all children in activities. ▪ Promote independence and employ strategies to recognise and reward achievement. ▪ Provide feedback to children in relation to progress and achievement. ▪ Work with the teacher to establish an appropriate learning environment. ▪ Work with the teacher in lesson planning, evaluating and adjusting lessons as appropriate. ▪ Monitor and evaluate children's responses to learning activities through observation and planned recording of achievement against pre-determined learning objectives. ▪ Be responsible for keeping and updating records as agreed with the teacher, contributing to reviews of systems / records as requested. ▪ Liaise sensitively and effectively with parents / carers as agreed with the teacher within your role / responsibility. Participate in feedback meetings with parents as directed. ▪ Implement agreed learning activities / teaching programmes adjusting activities according to pupil responses / needs. ▪ Help the children to access learning activities through specialist support. ▪ Supervise children on visits, trips and out of nursery activities as may be reasonably directed. ▪ Undertake planned supervision of children out of nursery

	hours e.g. learning activities.
Service development	<ul style="list-style-type: none"> ▪ Establish productive working relationships with children, acting as a role model and setting high expectations. ▪ Contribute to the overall ethos/work/aims of the school and children's centre. ▪ Establish constructive relationships and communicate with other agencies and professionals, in liaison with the teacher to support achievement and progress of children.
Staffing Staff development:	<ul style="list-style-type: none"> ▪ Attend and participate in regular meetings as may be reasonably directed. ▪ Participate in training and other learning activities as may be reasonably directed. ▪ Recognise own strengths and areas of expertise and use these to advise and support others. ▪ Provide appropriate guidance and supervision and assist in the training and development of staff as may be reasonably directed.
Recruitment / deployment of staff	▪
Quality Assurance	▪
Communications	▪
Management information and administration:	<ul style="list-style-type: none"> ▪ Provide general clerical / admin support e.g. photocopying, basic typing, filing, money, administer coursework, produce worksheets and resources for agreed activities.

Marketing and Liaison:	▪
Management of Resources: (Other than people)	<ul style="list-style-type: none"> ▪ Support the use of ICT in learning activities and develop children's competence and independence in its use. ▪ Determine the need for, prepare and maintain general and specialist equipment and resources.
Corporate responsibility:	▪

Other Specific Duties

To carry out the duties in the most effective, efficient and economic manner available.

Participate fully in the school employee development review process and continue personal and professional development as identified.

Special Conditions of Service

* Where the postholder has a disability, every effort will be made to make reasonable adjustments to enable them to carry out the duties of the job.

Safety Training - specify.

This job description is current at the date shown, but, in consultation with you, may be changed to reflect or anticipate changes in the job commensurate with the grade and job title.

Date: June 2015



Person Specification / Selection Criteria

Post Title:	Teaching Assistant Level 3
Post No:	

A. Experience

	Essential	Desirable	Source A = Application I = Interview R = References T = Task Observation P = Presentation
Working with or caring for children of a relevant age	✓		A I
Knowledge of the EYFS welfare requirements	✓		A I
Experience of working in a Nursery school/Children's Centre setting	✓		A I

B. Training and Qualifications

	Essential	Desirable	Source
NVQ level 3 or equivalent qualification	✓		A I
Training in the relevant learning strategies e.g EYFS	✓		A I
Appropriate first aid training	✓		A
Minimum of 3 GCSE's including English Language and Mathematics (or ability to demonstrate attainment at NVQ Level 2)	✓		A I R

C. Knowledge and Understanding

(Applicants should be able to demonstrate knowledge and understanding of the following areas relevant to the post)

	Essential	Desirable	Source
Very good numeracy and literacy skills	✓		A I
Can use ICT to support learning	✓		A I
Understanding of principles of child development and learning processes	✓		A I
Full working knowledge of relevant policies, codes of practice and awareness of relevant legislation.		✓	A I
Use of other equipment technology e.g. camera, photocopier		✓	A I

D. Personal Skills, Abilities and Competencies

Applicants should be able to provide evidence that they have the necessary skills and abilities required

	Essential	Desirable	Source
Ability to identify own training and development needs and co-operate with means to address these	✓		A I
Ability to relate well to children and adults	✓		A I
Work constructively as part of a team, understanding nursery setting roles and responsibilities and your own position within these.	✓		A I

E. Physical Requirements

Where the applicant/postholder has a disability every effort will be made to make reasonable adjustments to enable them to carry out the duties of the post.

	Essential	Desirable	Source
Occasional use of step ladders during display work		✓	I
Occasional moving/lifting of children's furniture and resources	✓		I
Working outside during outdoor play	✓		I
Bending, stretching, working on the floor with children	✓		I
Occasional lifting of children	✓		I