



# Hindley Nursery School

## Job Description

<b>Post title:</b>	Teaching Assistant Level 1
<b>Post number:</b>	
<b>Job purpose:</b>	To work under the direct instruction of senior staff, usually in the early years setting, to support access to learning for children and provide general support in the management of children and the early years setting.
<b>Reporting to:</b>	Teacher / Headteacher / Deputy Headteacher / HLTA
<b>Responsible for:</b>	
<b>Liaising with:</b>	Headteacher, Deputy Headteacher, Teachers, Support staff, parents, external agencies
<b>Hours of work:</b>	37 hours per week, term time + 1 week
<b>Grade of post:</b>	Grade 2 £17,711 to £18,065 (pro-rata for term time)
<b>Current base:</b>	Hindley Nursery School
<b>Car designation:</b>	None
<b>Disclosure level:</b>	Enhanced

### Main / Core Duties

<b>Operational / Strategic Planning:</b>	<ul style="list-style-type: none"> <li>Attend to children's personal needs and related programmes, including social, health, physical, hygiene, first aid and welfare. Ensuring targets from IEP's or other programmes are completed.</li> <li>Prepare early years setting as directed and assist with display of children's work.</li> <li>To contribute to the monitoring of IEP actions and to suggest appropriate targets and next steps</li> </ul>
<b>Service provision:</b>	<ul style="list-style-type: none"> <li>Be aware of children's problems / progress and report to senior staff.</li> <li>Manage children's behaviour reporting difficulties.</li> <li>Support children to understand instructions.</li> </ul>

	<ul style="list-style-type: none"> <li>• Encourage children to interact with others and engage in activities.</li> <li>• Support children in respect of local and national learning strategies and the EYFS.</li> <li>• Support children in basic use of ICT.</li> <li>• Prepare and maintain equipment and resources.</li> <li>• Working with and caring for all children in the Nursery</li> <li>• Accompany staff and children on visits</li> <li>• Support children in respect of their IEP's</li> <li>• To ensure the physical, medical, feeding and toileting needs are provided</li> </ul>
<b>Service development:</b>	
<b>Staffing</b>  <b>Staff development:</b>  <b>Recruitment / deployment of staff:</b>	<ul style="list-style-type: none"> <li>• Participate in training and performance management.</li> </ul>
<b>Quality assurance:</b>	
<b>Management information and administration:</b>	<ul style="list-style-type: none"> <li>• Provide clerical and admin support.</li> <li>• Undertake children's record keeping as requested.</li> </ul>
<b>Communications:</b>	<ul style="list-style-type: none"> <li>• Appreciate and support the role of other professionals.</li> <li>• Relate well to children and adults.</li> <li>• Work as a team.</li> <li>• Act as a role model to children.</li> <li>• Respond to children's individual needs.</li> </ul>
<b>Marketing and liaison:</b>	
<b>Management of resources: - other than people</b>	
<b>Corporate responsibility:</b>	<ul style="list-style-type: none"> <li>• Implement all school policy and procedures.</li> <li>• Contribute to the overall ethos and aims of the School.</li> </ul>

### **Other Specific Duties**

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

To continue personal development in the relevant area.

To participate in the staff review and development appraisal process.

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.

**Wigan Council and the School Governing Body are committed to safeguarding and promoting the welfare of children.**

June 2016



## Hindley Nursery School

### Person Specification / Selection Criteria

Post title:	Teaching Assistant Level 1
Post number:	

#### A. Experience

	Essential	Desirable	Source A = Application I = Interview R = References T = Task/Observation P = Presentation
Working with or caring for a child		✓	A, I
Working alongside a teacher to follow actions identified on a child's IEP		✓	A, I
Working with or caring for children of a relevant age	✓		A, I

#### B. Training and Qualifications

	Essential	Desirable	Source
Participation in development and training opportunities		✓	A, I

## C. Knowledge and Understanding

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

	Essential	Desirable	Source
Good numeracy and literacy skills		✓	A, I
Basic knowledge of first aid	✓		A, I
Ability to use basic technology – computer, photocopier		✓	A, I
Ability to relate well to both children and adults	✓		I
Work constructively as part of a team, understanding classroom roles and responsibilities		✓	A, I, R

## 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

## 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
Ability to lift children	✓		I
Bending, stretching, working on the floor with children	✓		
Working outside during outdoor play	✓		
Occasional moving/lifting of children's furniture and resources	✓		
Occasional use of step ladders during display work		✓	
Using equipment and apparatus to assist with children's physical needs	✓		

June 2016

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