

Ponteland Community Primary School

Nursery Teaching Assistant

Required as soon as possible; 2nd November at the latest

Salary: Band 3

Hours: 37 hours a week, term time plus 5 days

The Board of Trustees are seeking to appoint a nursery teaching assistant at PCPS

The successful candidate will:

- Work in partnership with teachers/managers and other professional agencies to provide effective support with learning and play activities;
- Awareness of and work within school policies and procedures;
- Support pupils to understand instructions, support independent learning and play and to promote the inclusion of all pupils;
- Implement and contribute to planned learning and play activities/teaching programmes as agreed with the teacher/manager, adjusting activities according to pupils' responses as appropriate;
- Participate in planning and evaluation of learning and play activities with the teacher/manager, providing feedback to the teacher/manager on pupil progress;
- Support the teacher/manager in behaviour management and keeping pupils on task based on the expectations for individual pupils;
- Assist with the supervision of pupils out of lesson times, including before and after school and at lunchtimes but not as a supervisory assistant;
- Under the guidance of a teacher/manager monitor, assess and record pupil progress/activities;
- Support learning by arranging/providing resources for lessons/activities under the direction of the teacher/manager and in line with health and safety requirements;
- Support pupils in their social development and emotional well-being, reporting problems to the teacher as appropriate;
- Support pupils with SEND needs as appropriate;
- Share information about pupils with other staff, parents / carers, internal and external agencies, as appropriate and in line with school policies and procedures;
- Contribute to pupils plans and reports;

We are looking to appoint this special person to join our happy, friendly and caring school where we pride ourselves on high standards.

Please complete the attached application form and return to our school office by email caroline.pryer@ponteland.academy.

Further details including application form and documentation can be found on our website www.ponteland.academy

Closing date: 13th October 2021

Interview date: 15th October 2021

Ponteland Academy Trust is committed to safer recruitment practice and pre-employment checks will be undertaken before any appointment is confirmed. The post is subject to enhanced Disclosure and Barring Check.