

St Andrew's Church of England Primary School

JOB DESCRIPTION

Job Title:	Teaching Assistant (for named pupil/s)
Grade:	Scale 3
Line Managed by:	SEND Coordinator
Responsible to:	The Head Teacher
Contract:	Specific purpose contract
Hours:	15 hours per week (Tuesday and Wednesday 8:45am – 3:15pm, Thursday 8:45am – 11:45am)

PURPOSE OF ROLE

To undertake work based on the pupil's My Support Plan to enable access to learning for the named pupils, and to work alongside the teacher in the management of the named pupils and the classroom. Work may be carried out in the classroom or outside the main teaching area.

Support for Named Pupils

- Supervise and support the named pupils, ensuring their safety and access to learning.
- Establish constructive and professional relationships with the named pupils and their carer(s), act as a good role model, and interact with them according to individual needs.
- Promote the inclusion and acceptance of the pupils alongside other children in the class.
- Encourage the named pupils to interact with others and engage in activities led by the teacher or other adults that stimulate and support the development and learning of the child.
- Set challenging and demanding expectations and promote self-esteem and independence.
- Provide feedback to pupils in relation to progress and achievement under the guidance of the teacher.
- Attend to the named pupils' needs and implement related personal programmes including: social, health, physical, hygiene, first aid and welfare matters as appropriate.
- Ensure the pupil is able to use equipment and materials provided
- Motivate and encourage the pupils as required by providing levels of individual attention, reassurance and help with learning tasks as appropriate to pupils' needs
- Use praise, commentary and assistance to encourage the pupils to concentrate and stay on task
- Liaise with class teacher, SENDCO and other professionals about provision maps, contributing to the planning and delivery as appropriate
- Follow care plan, EHCP and other specific support plans in place
- Provide additional nurture to individuals when requested by the class teacher or SENDCO
- Consistently and effectively implement agreed behaviour management strategies
- Help to make appropriate resources to support the pupils
- Able to work with children with medical condition and/or physical disability.
- Willing to undergo all necessary training to fulfil the job role, including relating to health needs.

Support for Teachers

- Create and maintain a purposeful, orderly and supportive environment suitable to the pupils' needs, in accordance with lesson plans and assist with the display of named pupils' work.
- Be aware of pupil's needs/progress/achievement and work with the team to assess, plan, do and review.
- Assist with the planning of learning activities.
- Monitor named pupils' responses to learning activities and accurately record achievement/progress.

- Provide detailed and regular feedback to teachers on named pupils' achievement, progress, problems etc.
- Promote good pupil behaviour, dealing promptly with conflict and incidents in line with established policy and encourage named pupils to take responsibility for their own behaviour.
- In conjunction with the teacher, collate and report information to and from parents/carers and attend any meetings as required.
- Administer routine tests and undertake appropriate marking of named pupils' work.
- Provide clerical/administrative support e.g. photocopying, word processing.

Support for the Curriculum

- Undertake structured and agreed learning activities/teaching programmes, adjusting activities according to pupil responses.
- Undertake programmes linked to local and national learning strategies; recording attainment and progress and feeding back to the teacher.
- Promote and support the use of ICT in learning activities and develop named pupils' competence and independence in its use.
- Prepare, maintain and use equipment/resources required to meet the lesson plans/relevant learning activity and assist named pupils in their use.

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 Christian ethos and values of the school.
- Appreciate and support the role of other professionals.
- Attend relevant meetings as required.
- Participate in training and other learning activities and performance development as required.
- Assist with the supervision of pupils out of lesson times, including playtimes.
- Undertake other relevant duties allocated at the discretion of the classroom teacher, Head Teacher or other designated person.

General

- Attend to the children's First Aid and care needs as appropriate.
- The post holder will be expected to undertake any appropriate training provided by the Authority and/or school to assist them in carrying out any of the above duties.
- The post holder will be expected to contribute to the protection of children as appropriate, in accordance with any agreed policies and/or guidelines, reporting any issues of concerns to their immediate line manager.
- The post holder will be required to promote, monitor and maintain health, safety and security in the work place; to include ensuring that the requirements of the Health and Safety at Work, COSHH, and all other mandatory regulations are adhered to.
- This job description only contains the main accountabilities relating to the posts and does not describe in detail all of the duties required to carry them out.
- This authority is committed to safeguarding and promoting the welfare of children and young people and expects all staff and volunteers to share this commitment.
- An enhanced Disclosure and Barring Scheme Certificate is required for this post prior to commencement.

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PERSON SPECIFICATION – Teaching Assistant

	Essential	Desirable	How identified
Qualifications and Experience	<p>NVQ2 for Teaching Assistants or similar or equivalent work experience.</p> <p>Experience of working with children in KS1 or EYFS setting.</p> <p>A qualification in ASD or experience in children with Autistic Spectrum Disorder.</p> <p>Experience of supporting pupils with behaviours that challenge and with learning difficulties.</p>	<p>NVQ3 for Teaching Assistants or equivalent or work experience.</p> <p>Experience of working with relevant age group within a learning environment.</p> <p>Training in other relevant learning strategies.</p> <p>First aid training.</p>	Application Form and Selection Process
Knowledge and Understanding	<p>Ability to work constructively as part of a team, understanding classroom roles and responsibilities.</p> <p>Ability to relate well to children, parents and all professionals.</p> <p>General knowledge of child development and welfare.</p> <p>The ability to communicate well in both verbal and written format with a good level of literacy and numeracy.</p> <p>Can demonstrate an understanding of the importance of safeguarding.</p>	<p>Effective use of ICT to support learning.</p> <p>Ability to use basic technology – e.g. computer, digital camera, photocopier</p> <p>Knowledge of TEACHH and PECS systems.</p>	Application Form and Selection Process
Personal Attributes	Can demonstrate a caring and supportive	A sense of drive and ambition	Application Form and Selection

	<p>attitude towards children and families.</p> <p>Discreet and sensitive approach.</p> <p>A professional approach to all aspects of school life.</p> <p>A calm manner.</p> <p>Excellent time management skills.</p>		Process
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