

Job Description

Post Title	TEACHING ASSISTANT
Responsible To	SENCO
Salary	G5A £19,698 fulltime / full year – amount will be pro rata to term time worked
Hours	15 – 20 hours per week (40 weeks p.a. 38 term + 2 weeks)

Main Purpose

- To enhance the learning of pupils who have a wide range of learning needs.
- To support the teaching staff in enabling the pupils to gain independence, participate fully in the curriculum and the general life of the school.
- To be adaptable, have empathy and follow the school's policies.
- To work within the instruction and guidance of Senior Leaders and SENCO to provide identified support and core needs for pupils with a wide range of learning & physical difficulties including Social, emotional and mental health needs.

Support for the Pupil

- Supervise and provide particular support for pupils with special needs, ensuring their safety and access to learning activities.
- Assist with the development and implementation of individual educational / behavioural plans, Health Care plans and Personal care plans
- To follow individual action plan, provision guidance and strategies
- Establish constructive relationships with pupils and interact with them according to individual needs
- Promote the inclusion and acceptance of pupils
- Encourage pupils to interact with others and engage in activities led by the teacher
- To set high expectations for participation, learning and behaviour in and out of the classroom
- Provide feedback to pupils in relation to progress and achievement under the guidance of the teacher
- Participate with pupils in 1:1, in groups or classroom situations
- To assist with personal are needs of pupils with physical difficulties
- To accompany pupils on organised school visits as appropriate
- Under the guidance of specialists, participate in the development, delivery and monitoring of individual programmes

Support for the Teacher

- To develop a mutually supportive relationship with teaching staff
- Create and maintain a purposeful, orderly and supportive environment, in accordance with lesson plans and assist with the display of pupils work
- To deliver identified support needs following the advice and guidance of the teacher and SENCO.
- To deliver the identified support in 1:1 and classroom situations under the guidance of the teacher and SENCO.
- Provide detailed and regular feedback to teachers on student's achievement, progress, problems etc.

- Use specialist skills, training and experience to assist with the teaching and learning of pupils, recognising and responding to their individual needs
- Assess the needs of pupils and use detailed knowledge and specialist skills to support pupils learning
- Advise on appropriate deployment and use of specialist aids, resources and equipment
- To support the teacher in implementing the schools behaviour and consequences system and encourage pupils to take responsibility for their own behaviour
- Administer routine tests and invigilate exams, providing the relevant access arrangements as required.
- Contribute to meetings with parents and other professionals as necessary.

Support for the Curriculum

- Undertake structured and agreed learning activities and teaching programmes, adjusting activities according to student responses
- Undertake programmes linked to local and national learning strategies
- Support the use of ICT in learning activities and develop pupils' competence and independence in its use.
- Prepare, maintain and use equipment and resources required to meet the lesson plans and relevant learning activity and assist pupils in their use
- To attend meetings as appropriate
- To be involved in working groups where appropriate

Support for the School

- To abide by the school's policies and procedures
- To attend relevant INSET
- To attend weekly meetings to develop and disseminate good practice.
- Attend Staff Briefings/Meetings where appropriate.
- Participate in training and other learning activities and performance development as required
- Contribute to the overall ethos/work/aims of the school
- Comply with policies and procedures relating to child protection, health, safety and security, confidentiality and data protection, reporting all concerns to an appropriate person
- Other duties as required in support of the school within the scope of this post.

It is the practice of this school periodically to examine employees' job descriptions and to update them to ensure that they relate to jobs as they are being performed, or to incorporate whatever changes are being proposed. It is the school's aim to reach agreement on any alterations. If this is not possible the Headteacher reserves the right to insist on changes to job descriptions after consultation.

Person Specification

Post: Teaching Assistant

This person specification has been drawn up to illustrate the type of skills and aptitudes we are seeking to find in the postholder.

Essential	Desirable
<ul style="list-style-type: none"> The successful candidate will have relevant experience in a similar environment or appropriate qualifications. 	<ul style="list-style-type: none"> The successful candidate may be seeking to establish and/or develop a career in Learning Support or caring for young people. Evidence of a career plan may be sought
<ul style="list-style-type: none"> Candidates should hold appropriate academic qualifications to at least GCSE standard including grade C/4 or above in English and Maths, professional qualifications to at least NVQ level 2, or be able to demonstrate competency through proven experience in a similar role. 	<ul style="list-style-type: none"> Candidates will be educated to "A" level standard or equivalent and/or higher level professional standard.
<ul style="list-style-type: none"> Basic first aid knowledge (not necessarily certificated) and the ability to deal with incidents of medical emergency, eg a student having an epileptic fit. Appropriate training will be provided on appointment 	<ul style="list-style-type: none"> Current First Aid qualification or significant experience.
<ul style="list-style-type: none"> Candidates will have good inter-personal skills, be able to operate as a member of a busy team and be able to seek and accept guidance and support as required and as offered. 	
<ul style="list-style-type: none"> A commitment to the provision of quality and equality of opportunity for all pupils is required. 	<ul style="list-style-type: none"> A broad experience or understanding of all curriculum areas will be an advantage
<ul style="list-style-type: none"> Candidates will be required to deal with pupils with behavioural difficulties. 	<ul style="list-style-type: none"> Relevant experience of pupils with behavioural difficulties in a similar environment will be an advantage
<ul style="list-style-type: none"> Candidates should have basic keyboard skills or the ability to respond quickly to in-house training is essential. 	<ul style="list-style-type: none"> Previous experience in similar packages will be an advantage.
<ul style="list-style-type: none"> Candidates will be required on occasions to attend staff training as appropriate 	<ul style="list-style-type: none"> Relevant knowledge of child development and an understanding of the different ways children learn to read will be an advantage
<ul style="list-style-type: none"> Candidates should have good oral and written communication skills in a variety of contexts (pupils, parents, colleagues etc) 	
<ul style="list-style-type: none"> The postholder will have access to confidential information and must be able to demonstrate tact, sensitivity and absolute respect for the confidentiality of information gained as a result of working at the school. 	
<ul style="list-style-type: none"> Candidates should have good IT skills which support record keeping and access to the curriculum. 	
<ul style="list-style-type: none"> Candidates should have drive, initiative and the ability to respond quickly to further developments in the provision of learning support in schools. 	<ul style="list-style-type: none"> Experience, or a good understanding, of the world of education and the changing environment will be an advantage.