



# **Blenheim Primary School and Children's Centre**

## **Job Description: Inclusion Teaching Assistant**

### **Overall Purpose of the Job**

To work in partnership with class teachers, Learning Mentor, SENCo and families to remove barriers to learning so that children are able to achieve their full potential.

### **Duties and Responsibilities**

#### **Support for pupils:**

- To use skills, experience and training to support pupils with their social and emotional needs either in groups or on a 1:1 basis.
- To understand and support the specific needs of children
- To assist with the development and implementation of Pupil Profiles.
- To establish good working relationships with pupils, acting as a role model and setting high expectations.
- To promote the inclusion and acceptance of all pupils within the classroom.
- To support pupils consistently whilst recognising and responding to their individual needs.
- To encourage pupils to interact and work co-operatively with others and engage all pupils in activities.
- To promote independence and employ strategies to recognise and reward achievement of self-reliance.
- To provide feedback to pupils in relation to progress and achievement.
- To liaise with outside agencies, such as social care, to ensure children are fully supported holistically.

#### **Support for the teacher:**

- To work with the teacher and Learning Mentor to establish an appropriate learning environment.
- To monitor and evaluate pupils' responses to learning activities through observation and planned recording of achievement against pre-determined learning objectives.
- To provide objective and accurate feedback as required, on pupil achievement, progress and other matters, ensuring the availability of appropriate evidence.
- To promote positive values, attitudes and good pupil behaviour, dealing promptly with conflict and incidents in line with established policy and encourage pupils to take responsibility for their own behaviour.
- To liaise sensitively and effectively with parents/carers developing and maintaining good professional relationships.

#### **Support for the school:**

- To 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.
- To be aware of and support difference and ensure all pupils have equal access to opportunities.
- To contribute to the overall ethos/work/aims of the school.
- To establish constructive relationships and communicate with other agencies/professionals, in liaison with the teacher, to support achievement and progress of pupils.
- To attend and participate in regular meetings (including appraisal) and training as required.
- To recognise own strengths and areas of expertise and use these to advise and support others.
- To provide appropriate guidance and supervision and assist in the training and development of staff.
- To supervise pupils on visits, trips and out of school activities as required.

- To supervise pupils for limited and specified periods, including break times, when the post holder should facilitate learning, games and activities.

*The duties above are neither exclusive nor exhaustive and the post holder may be required by the Headteacher to carry out appropriate duties within the context of the job, skills and grade.*