

FAWBERT & BARNARD'S PRIMARY SCHOOL

JOB DESCRIPTION

Title of Post: Teaching Assistant

Grade: Band 2 to mid-point

Responsible to: Headteacher, Deputy Headteacher, Class Teacher, SENCO

Purpose of Job: To work in partnership with class teachers to support learning in line with codes of practice and school policies and procedures

Principal Accountabilities

- Work with individuals or small groups of children under the direction of teaching staff
- Implement planned learning activities/teaching programmes as agreed with the teacher, adjusting activities according to pupils' responses as appropriate

Duties

- Establish positive relationships with pupils supported
- Support pupils with activities which develop English and Maths skills
- Support the use of ICT in the classroom and develop pupils' competence and independence in its use
- Promote positive pupil behaviour in line with school policies and use initiative to intervene in incidents
- Promote high standards of expectation
- Interact with, and support, pupils according to individual needs and skills
- Promote the inclusion and acceptance of children with special needs within the classroom ensuring access to lessons and their content through appropriate clarification, explanation and resources
- Participate in planning and evaluation of learning activities with the teacher to meet targets set for children, providing feedback to the teacher on pupil progress and behaviour
- Lead interventions and contribute to their monitoring and evaluation
- Monitor and record pupil activities as appropriate, writing records and reports as required
- Provide feedback to pupils in relation to attainment and progress under the guidance of the teacher
- To support learning by arranging/providing resources for lessons/activities under the direction of the teacher
- To attend to pupils' personal needs, helping with social, welfare and health matters, minor first aid and intimate care plans when in place.

- Assist with the development and implementation of personal education plans
- Liaise with other staff and provide information about pupils as appropriate
- Cover classes when required
- To assist with the display and presentation of pupils' work
- To assist with the preparation of materials and resources
- To supervise pupils for limited and specified periods including break-times and lunchtimes when the postholder should facilitate games and activities and follow wet break policy when required
- To assist with escorting pupils on educational visits and provide help with school functions as required
- To attend weekly team meetings and briefings as requested

General

- Agree arrangements for break and assembly time routines with the class teacher
- Attend relevant school meetings and training as required
- To respect confidentiality at all times
- To carry out any other reasonable duties as requested by the class teacher and management
- The Governing Body expects every member of staff to work in a consistent, positive, professional manner, both within their teams and across the School, and to uphold and promote high standards of conduct, behaviour and appearance. All must play their part in bringing about continuous improvement in teaching and learning within a caring and secure environment
- To participate in the Performance Management and School Development Review process, taking personal responsibility for identification of learning, development and training opportunities in discussion with line manager
- To comply with individual responsibilities in accordance with the role for Health & Safety in the workplace, and raise awareness among staff, students and other users
- To ensure that all duties and services provided are in accordance with the School's Equality Policy
- The Governing Body is committed to safeguarding and promoting the welfare of children and young people and expects all staff and volunteers to share in this

PERSON SPECIFICATION - Teaching Assistant

	Essential	Desirable
Experience	<ul style="list-style-type: none"> • Successful, recent experience working with primary children with Special Educational Needs • Working effectively as part of a team 	<ul style="list-style-type: none"> • Experience of supporting a statemented/EHCP child • Experience of working with children with speech and language needs, ASD, PMLD or cognition and learning needs
Qualifications	<ul style="list-style-type: none"> • A – C GCSE or equivalent in maths and English • Good general standard of education 	<ul style="list-style-type: none"> • NVQ Level 2 or 3 in learning support, or other equivalent qualification • Recent training in strategies to support learning in reading, writing and maths • Recent training in strategies to support children with SEN • Induction training for teaching assistants
Knowledge & Skills	<ul style="list-style-type: none"> • Basic knowledge of first aid • Knowledge of general aspects of child development • Understanding of child protection policies and procedures • Knowledge of relevant codes of practice and school policies • Knowledge of basic ICT to support learning • Ability to record and assess pupil progress/performance 	<ul style="list-style-type: none"> • Step On training • Current first aid training • Recent safeguarding training • Experience with iPads
Aptitudes	<ul style="list-style-type: none"> • Strong commitment to school vision and ethos • Work effectively as part of a team and contribute to group thinking, planning etc. • Effective time management • Ability to build rapport with adults and children • Adaptable and flexible approach • Able to follow instructions accurately • Use own initiative and work independently • Communicate effectively with adults and children, verbally and in writing • Motivate, inspire and have high expectations of pupils • Creative approach to problem solving • Respond positively to challenge and change • Work calmly under pressure • Committed to personal and professional development • Awareness of, and commitment to, equalities issues 	