

## Hadleigh Junior School

JOB TITLE:	Teaching Assistant
RESPONSIBLE TO:	Headteacher/ SENCo/Class Teacher
RECEIVES INSTRUCTION FROM:	Headteacher/ SENCo/ Class Teacher/
JOB DUTIES:	To support the teacher in the provision of a positive learning environment for children.

The teaching assistants' contribution to the school can be measured by their ability to be good colleagues, their common sense, practical abilities and their understanding and respect for children.

### Supporting the pupil:-

1. To develop an understanding of the specific needs of the children concerned.
2. To aid the children to learn as effectively as possible both in group situations and on his/her own by, for example:-
  - clarifying and explaining instructions.
  - ensuring the children are able to use equipment and materials provided.
  - motivating and encouraging children as required.
  - assisting in weak areas e.g. language, behaviour, reading, spelling, handwriting/presentation etc.
  - helping children to concentrate on and finish work set.
  - meeting physical needs as required whilst encouraging independence.
  - liaison with class teacher, devising complementary learning activities.
3. To establish a supportive relationship with the children concerned.
4. To develop methods of promoting/reinforcing children's self-esteem.
5. To record observations of children's behaviour and progress as directed by the teacher.
6. To appreciate the children's achievements and their difficulties.
7. To assist with children when they are unwell.
8. To work with individual children on a daily basis.
9. To provide regular feedback about the children to the teacher.

#### Supporting the teacher:-

1. To assist, with class teacher (and other professionals as appropriate) in the development of suitable programmes of support for children.
2. In conjunction with the class teacher and/or other professionals, to develop a system of recording children's progress.
3. To contribute to the maintenance of children's progress records.
4. To assist the teacher in day-to-day administrative duties.
5. To prepare and organise materials and equipment.
6. To make and display simple teaching aids.
7. To attend to the welfare and pastoral care of pupils.
8. To participate in the evaluation of support programmes.

#### Supporting the school:-

1. To attend relevant in-service training.
2. To assist with playground supervision.
3. To undertake minor first aid duties.
4. To contribute to reviews of pupil's progress.
5. To be aware of school procedures.
6. Where appropriate, to develop a relationship to foster links between home and school.
7. To help with the organisation of events such as photographs, school visits etc.
8. To attend meetings with outside agencies and professions, reporting on a child's needs and progress.

The duties may be varied to meet the changing demands of the school at the reasonable discretion of the Headteacher.

This job description does not form part of the contract of employment. It describes the way the postholder is expected and required to perform and complete the particular duties as set out above.

**LEARNING SUPPORT ASSISTANT PERSON SPECIFICATION (E- Essential D-Desirable)**

<b>General heading</b>	<b>Detail</b>		<b>Examples</b>
<b>Qualifications &amp; Experience</b>	Specific qualifications & experience	<b>E</b>	Successful experience working with children in a school/early years environment Educated to NVQ Level 2 in learning support/early years, NNEB or equivalent qualification/experience
	Knowledge of relevant policies and procedures	<b>D</b>	Basic knowledge of First Aid and understanding of the School policies & procedures/Paediatric First Aid qualified
	Literacy	<b>E</b>	Good reading and writing skills (National qualification Grade C or equivalent )
	Numeracy	<b>E</b>	Good numeracy skills (National qualification Grade C or equivalent )
	Technology	<b>D</b>	Knowledge of basic ICT to support learning
	Medical needs support	<b>D</b>	Experience of working with a child with specific medical needs.
<b>Communication</b>	Written	<b>D</b>	Ability to read, write & understand basic reports
	Verbal	<b>E</b>	Ability to communicate information clearly and coherently; ability to listen effectively
	Languages	<b>E</b>	Overcome communication barriers with children and adults
	Negotiating	<b>D</b>	Consult with children and their families and carers and other adults
<b>Working with children</b>	Behaviour Management	<b>E</b>	Understand and implement the school's behaviour management & anti-bullying policy
	SEND	<b>E</b>	Ability to understand and support children with developmental difficulty or disability
	Curriculum	<b>D</b>	Good understanding of the school/national curriculum including expectations of English & Maths
	Child Development	<b>E</b>	Good understanding of the general aspect of child development & Early Years Ability to assess progress and performance
	Health & Well being		Understand and support the importance of physical and emotional wellbeing
<b>Working with others</b>	Working with partners	<b>E</b>	Understand the role of others working in and with the school Understand and value the role of parents and carers in supporting children
	Relationships	<b>E</b>	Ability to establish rapport and respectful and trusting relationships with children, their families and carers and other adults
	Team work	<b>E</b>	Ability to work effectively and positively with a range of adults

	Information Sharing	<b>E</b>	Respect confidentiality. Know when, how and with whom to share information Ability to follow instructions accurately
<b>Responsibilities</b>	Organisational skills	<b>E</b>	Good organisational skills Ability to remain calm under pressure
	Line Management	<b>D</b>	Ability to support the work of volunteers and other assistants in the classroom
	Time Management	<b>E</b>	Ability to manage own time effectively
	Problem Solving	<b>E</b>	Demonstrate a positive, solution focused approach to resolve routine problems independently
<b>General</b>	Equalities	<b>E</b>	Awareness of and commitment to equality
	Health & Safety	<b>E</b>	Basic understanding of Health & Safety
	Child Protection	<b>E</b>	Understand <u>and</u> implement child protection procedures
	Confidentiality/Data Protection	<b>E</b>	Understand procedures and legislation relating to confidentiality and implement them
	CPD	<b>E</b>	Be prepared to develop and learn in the role
	Performance Management	<b>E</b>	Participate in annual performance appraisal constructively and positively