**SEFTON COUNCIL – PEOPLE DIRECTORATE**

**Young People and Families**

**JOB DESCRIPTION**

Post: Teaching Assistant (Level 3)

Post Number: JE A2112

Location: JIGSAW PUPIL REFERRAL UNIT

Grade: Grade E (SCP 7 – 11)

Hours: 36

Responsible to: Headteacher Jigsaw PRU

**JOB PURPOSE**

To work with and supervise individuals and groups of pupils under the direction/supervision of teaching and/or senior staff, inclusive of specific individual learning needs, enabling access to learning for all pupils and assistance and support in classroom management and behaviour techniques and providing specialist support in a specific curricula/resource area.

**MAIN DUTIES**

Support for the Pupil

* Establish good working relationships with pupils, acting as a role model and setting high expectations
* Provide consistent support to all pupils, responding appropriately to group and individual pupil needs
* Assist with the development and implementation of pupil plans and to support pupils in reviews and target setting
* Promote inclusion and acceptance of all pupils
* Encourage pupils to interact positively with others and engage in activities led by staff
* Promote self-esteem and independence, employing strategies to recognise and reward achievement within established school procedure
* Provide feedback to pupils in relation to progress and achievement under the guidance and direction of the teacher
* Use specialist skills/training/experience to support pupils including in reintegration and whilst in their mainstream school
* Support pupil by helping to organise lunch/break activities

Support for the Teacher

* Provide clerical/administration support (e.g. photocopying, filing, entering pupil data, collecting money etc.)
* Collaborate with the teacher to display children’s work
* Establish and maintain an appropriate learning environment under the supervision of the teacher
* Contribute to lesson planning, evaluating and adjusting lessons/work plans as appropriate
* Monitor and evaluate pupils’ responses to learning activities through observation and planned recording of achievement against pre-determined learning objectives
* Provide objective feedback and reports as required, to the teacher on pupil achievement, progress and other matters, ensuring the availability of appropriate evidence
* Be responsible for keeping and updating records in agreed format with the teacher, contributing to reviews of systems/records as requested
* Administer and assess routine primary tests and accurately record achievement/progress
* Promote positive values, attitudes and good pupil behaviour, dealing promptly with conflict and incidents in line with established school policy. Encourage pupils to take responsibility for their own behaviour
* Liaise sensitively and effectively with parents/carers and participate in feedback sessions/ meetings with parents as agreed with the teacher
* Contribute to multi-agency meetings and liaison with schools
* Share information with staff in the mainstream school about observations of the child in that setting, including strategies used at Jigsaw

Support for the Curriculum

* Support the delivery of agreed learning activities/learning programmes, adjusting activities according to pupil learning styles and individual needs
* Assist pupils to access learning activities through specialist support, e.g. curriculum SEN specialism
* Assist with the determination of need for, prepare and maintain, general and specialist equipment and resources

Support for the School

* Be aware of and comply with school policies and procedures relating to child protection, safeguarding, health, safety and security, confidentiality and data protection. Report all concerns to the appropriate/ designated person
* Be aware of and support difference and ensure all pupils have access to opportunities to learn and develop
* Contribute to the school ethos, aims and development/improvement plan
* Establish constructive relationships and communicate with other agencies/professionals, in liaison with the teacher, to support achievement and progress of pupils
* Attend and participate in regular meetings as appropriate
* Participate in training and other learning activities as required
* Establish own best practice and use support others
* Assist with the planning of opportunities for pupils to learn in out-of-school contexts, according to school policies and procedures and within working hours
* Accompany teaching staff and pupils on visits, trips and out of school activities as required

The post hold may reasonably be expected to undertake other duties commensurate with the level of responsibility that may be allocated from time to time.

General

This job description is a representative document. Other reasonable similar duties may be allocated from time to time commensurate with the general character of the post and its grading.

All employees are responsible for the implementation of the Health and Safety Policy so far as it affects them, their colleagues and others who may be affected by their work. The post holder is also expected to monitor the effectiveness of the health and safety arrangements and systems to promote appropriate improvements where necessary.

All employees are expected to be committed to the Equality and Diversity policy and assist in removing the barriers to service delivery and employment to enhance a positive equality culture.

This post is exempt from the provisions of Section 4(2) of the Rehabilitation of Offenders Act 1974 by virtue of the Rehabilitation of Offenders Act 1974 (Exceptions) Order 1975. You are therefore not entitled to withhold information about convictions which for any other purposes are “spent” under the provisions of the Act and any failure to disclose such convictions could result in dismissal or disciplinary action by the Authority. Any information given will be completely confidential and will be considered only in relation to the positions to which the Order applies.

**Date:** December 2022

**Name:**  Erika Rothlisberger

**Designation:** Headteacher