



Staff Member

Grade: E 7 - 11	Post: Teaching Assistant Level 3 35 hours - 8.30am - 4pm
Point	Permanent if pass 6-month probation period

The Post holder will be accountable to the Headteacher and through her to the school's governing body.
The duties outlined in this job description may be modified by the head teacher, with your agreement, to reflect or anticipate changes in the job, commensurate with the salary and job title.

JOB PURPOSE

To work with and supervise individuals and groups of children under the direction/instruction 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 **individual pupil needs**
- Assist with the development and implementation of Individual Education Plans / Health Plans
- Promote inclusion and acceptance of all pupils
- Encourage pupils to interact with others and engage in activities led by the teacher
- Promote self-esteem and independence, employing strategies to recognise and reward achievement within established school procedure
- To support pupils at break time / lunch time with structured lunch time activities
- Provide feedback to pupils in relation to progress and achievement under the guidance and direction of the teacher
- Use specialist (curricular/learning) skills/training/experience to support pupils

Support for the Teacher

- *Provide minimal clerical/administration support (e.g. photocopying, typing, filing, collecting money, etc)*
- Assist with the display of 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 and accurate 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 and encouraging pupils to take responsibility for their own behaviour in line with established school policy
- Liaise sensitively and effectively with parents/carers as agreed with the teacher within role/responsibility and participate in feedback sessions/meetings with parents under teacher's supervision

Support for the Curriculum

- Support the delivery of agreed learning activities/learning programmes, adjusting activities according to pupil learning styles and individual needs
- Support the delivery of English/mathematics programmes, effectively utilising all alternative learning opportunities to support extended development
- Support the use of ICT in learning activities and develop pupils' competence and independence in its use
- Assist pupils to access learning activities through specialist support, e.g. curriculum/SEN specialism
- Determine the need for, prepare and maintain general and specialist equipment and resources
- To cover whole classes when requested



Support for the School

- Be aware of and comply with school policies and procedures relating to child protection, health, safety and security, confidentiality and data protection. Report all concerns to the appropriate person (as named in the policy concerned).
- Be aware of and support difference and ensure all pupils have equal 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
- To be trained in first aid
- Establish own best practice and use to support others
- Assist in the supervision, training and development of classroom support staff
- 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

Whilst every effort has been made to explain the main duties and responsibilities of the post, each individual task undertaken may not be identified. Employees will be expected to comply with any reasonable request from the Headteacher to undertake work of a similar level that is not specified in this job description.

The job description may be amended at any time following discussion between the Headteacher and staff member and will be reviewed annually.

Signed _____

Staff Member

Headteacher

Date



Person Specification

Teaching Assistant (Level 3)

Kew Woods Primary School	Essential (E) or Desirable (D)
Qualifications and Skills <ul style="list-style-type: none"> NVQ or equivalent recognised qualification in childcare/ child development / education Ability to work effectively within a team environment, understanding classroom roles and responsibilities Ability to build effective working relationships with all pupils and colleagues Ability to promote a positive ethos and role model positive attributes G.C.S.E Mathematics and English or equivalent Willingness to undertake appointed person certificate in first aid administration Willingness to participate in relevant training and development opportunities Experience with supporting pupils with ASD, ADHD and learning difficulties Up to date training in positive handling Experience of supporting pupils in each age phase EYFS, KS1 and KS2 	E E E E E E E E D D
Knowledge and Understanding <ul style="list-style-type: none"> Awareness and basic understanding of school curriculum (with specified age range or subject area) Ability to support the delivery of agreed learning activities, adjusting activities according to pupil learning styles and individual needs. Positive behaviour management strategies. Enthusiasm and commitment to extracurricular activities Experience of supporting pupils with inclusion within a school setting e.g. implementing recommendations from specialist reports. Awareness of inclusion, especially within a school setting Competency in the use of ICT - computer, video, photocopier Experience of working with and/or caring for children in all age phases: EYFs, KS1 and KS2 Experience of working with and/or caring for children with ASD Successful experience of supporting pupils with special educational needs 	E E E E E E E D E E
Professional Values and Practice Must be able to demonstrate the following: <ul style="list-style-type: none"> High expectations of all pupils; respect for their social, cultural, linguistic, religious and ethnic backgrounds; and commitment to raising their educational achievements Ability to build and maintain successful relationships with pupils, treat them consistently, with respect and consideration, and demonstrate concern for their development as learners Demonstrate and promote the positive value, attitudes and behaviour they expect from the pupils with whom they work Ability to work collaboratively with colleagues, and carry out role effectively, knowing when to seek help and advice Able to liaise sensitively and effectively with parents and carers, recognising role in pupils' learning Able to improve their own practice through observations, evaluation and discussion with colleagues 	E E E E E E