



JOB DESCRIPTION

Role:	Teaching Assistant
Grade/Rate of Pay:	2
Hours:	
Responsible to:	Headteacher
Direct Supervisory Responsibility:	None

Main Purpose of the Role:

To take a pro-active role in the support of the educational, social and physical needs of the pupils;
To assist in the teaching of pupils (individuals or small groups) under the direction of a teacher.

Teaching and learning:

- To assist individuals and groups of children in developing knowledge, skills and understanding of the curriculum.
- Provide appropriate feedback, either verbal or written, to the pupils based on desired learning outcomes.
- Proactively monitor the understanding of pupils, using questions to identify depth of understanding and supporting progress.
- Excite, engage and motivate pupils in their learning.
- Identify, and act to provide pupils with additional resources or a different approach to aid their understanding of concepts.
- To assist with the assessment, monitoring and recording of children's progress, health, behaviour and general wellbeing.
- To feedback any information (including concerns) regarding the well-being and educational needs of children to the Teacher or SENDCO as appropriate.
- Be aware of and support difference and ensure all pupils have equal access to opportunities to learn and develop.
- Promote and support the inclusion of all pupils, including those with specific needs, both in learning activities and within the classroom.
- To assist in preparing, using and maintaining relevant teaching resources, including wall displays and cleaning classrooms after activities. To ensure that basic classroom materials are available for use.

Behaviour and pastoral:

- Use behaviour management strategies, in line with the school's policy and procedures, to contribute to a purposeful learning environment and encourage pupils to interact and work co-operatively with others
- Escort and supervise pupils on planned visits and journeys.
- Provide support and assistance for children's pastoral needs; encouraging social integration and personal development of pupils.
- Administer medication in line with the school's policies.
- To administer minor first aid and to assist with the personal hygiene and physical needs of pupils.
- Foster and maintain constructive and supportive relationships with parents/carers, to meet the children's needs.
- Supervise pupils in the playground including planning and organising play time activities as required, including wrap around care.
- Work directly with professional or specialist support staff involved in the children's education. These may include social workers, health visitors, language support staff, speech therapists, educational psychologists, and physiotherapists.
- To supervise individuals or groups of pupils (including the whole class) under the direction of the Teacher.
- To carry out administrative tasks associated with all of the above duties.
- To attend staff meetings and school-based INSET as required.

Duties/ responsibilities at Enhanced rate

- *Lead wrap around care team in accordance with school policies and the headteacher's instructions*
- *Provide technical support to staff and pupils, trouble shooting, log issues on the help desk system – keeping people informed of their status. Set up user groups and new devices.*
- *Fulfilment of a required specialist role (with additional relevant qualification) which enables the school to offer wider provision / inclusion eg Forest School*

General:

- To comply with individual responsibilities, in accordance with the role, for Health and Safety in the work place
- Ensure that all duties and services provided are in accordance with the School's Equalities Policy
- To promote safeguarding of children, following all relevant policies and procedures related to the safeguarding and promoting the welfare of children and young people.
- The duties above are neither exclusive nor, exhaustive and the post holder may be required to carry out appropriate duties within the context of the job, skills and grade

Person Specification:

	Essential	Desirable	Recruiting method
Education and Training	Good levels of literacy and numeracy Qualified to NVQ level 2 or equivalent in a relevant area	Completion of the DfES Induction for Teaching Assistants CLANSA or Cornwall Certificate in SEN	Application
Skills and Experience	Experience of working with children Organisational skills Good communication skills Able to prioritise between different demands Able to work to deadlines Self-motivated, and able to work in a team	Experience of working with children in a school or similar environment	Application/Interview/Assessment
Specialist Knowledge and Skills	Knowledge of a particular area of the curriculum or children's needs (ie: early years, EBD, ALS, literacy, numeracy or ICT) Demonstrates an awareness, understanding and commitment to the protection and safeguarding of children and young people Demonstrates an awareness, understanding and commitment to equal opportunities	Knowledge of a range of issues relevant to education and child development	Application/Interview/Assessment