



St Matthew's Primary School, Prudhoe

Job Profile

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| Teaching Assistant Level 1 | Grade/Band : 2 | Full Time - 37 hours per week, Monday to Friday |
| Responsible to Head Teacher/Deputy Head Teacher | Workplace : St Matthew's Catholic Primary School, Prudhoe | Fixed Term Contract until 31st August 2020 |

The post holder will primarily be supporting pupils with special educational needs and/or disabilities. You will be working 1:1 or in small groups with children, including some with Educational Health Care Plans. You should have a good knowledge and understanding of how to support pupils with additional needs and a strong regard for pupil safety and well-being. The post holder will have a positive approach to their work, with the ability to motivate and inspire pupils in their learning. The post holder will be organised with the ability to work flexibly to meet the needs of the school and its pupils.

Key Responsibilities - Support for Pupils

- Support pupils with SEND, including pupils with Educational Health Care Plans ensuring individual plans are adhered to and more widely, health, safety, social, and welfare matters are met.
- Support pupils in line with local and national learning strategies as directed by the teacher.
- Establishing good relationships with pupils, acting as a role model and promoting the involvement and acceptance of all pupils.
- Engaging pupils in activities led by the teacher, encouraging interaction as well as independent working. Ensure that pupils stay on task during lessons and activities.
- Deliver teaching activities on either a one to one basis or in groups.
- Assisting in the development and evaluation of Individual Education/Behaviour Plans and Care Programmes.
- Guide and monitor pupil progress to provide pupils with feedback to encourage progress and achievement.

Key Responsibilities - Support for Teachers

- Preparing the classroom for lessons and contribute to the planning of learning activities. Prepare and maintain equipment and resources as required by a child's individual plan or by the teacher. Also providing administrative support including typing, photocopying, filing.
- Promote good pupil behaviour, encouraging pupils to take responsibility for their own behaviour. Report any problems and deal with any issues of poor behaviour and incidents promptly.
- Take an involvement in record keeping in relation to pupil profiles. Accurately record achievements and progress.
- Gather and report relevant information in order to build and maintain constructive relationships with parents and carers.

Key Responsibilities - Support for the School

- Be committed to the safeguarding and welfare of children and young people.
- Be aware of and comply with school policies and procedures relating to child protection, health and safety, behaviour, anti-bullying, confidentiality, and data protection.
- Be aware of and support diversity, ensuring all pupils have equal access to learning and development opportunities.
- Contribute to the overall ethos, work, and aims of the school.
- Assisting with the supervision of pupils out of lesson times, including before and after school and lunchtimes.
- Attending relevant meetings as required.
- Participate in training and performance development as required.
- Accompany teaching staff and pupils on trips, visits, and out of school activities as required – taking responsibility for pupils under the direction of the teacher.
- Such other responsibilities which are appropriate to the grade of the post.

Person Specification

| Knowledge and Qualifications | |
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| Criteria | Weight |
| Good numeracy and literacy skills | Essential |
| Completion or working towards TA Level 1 Qualification | Essential |

| Skills & Abilities | |
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| Criteria | Weight |
| Appropriate First Aid Knowledge | Essential |
| Basic IT Skills | Essential |
| Basic office skills in photocopying and filing | Essential |
| Can relate well to both children and adults | Essential |

| Experience | |
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| Criteria | Weight |
| Experience of working with/caring for children of the relevant age | Essential |
| Ability to work as an effective team member | Essential |
| Experience of working in an educational setting | Desirable |

| Education & Training | |
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| Criteria | Weight |
| GCSE Maths and English Grade C or equivalent | Desirable |