

Job Profile

Teaching Assistant (L 3 + SSA)

School: St Joseph's RC VA Primary School

Line Manager: Headteacher

Job Purpose

To provide support for pupils with complex Social Emotional and Mental Health Difficulties
To work under the direct instruction of teaching/senior staff to support access to learning for pupils and provide general support to the teacher in the management of pupils and the classroom.
To undertake work/care/support programmes, prepare general support in the preparation and maintenance of resources and support the teacher in ensuring the health and safety of pupils. Work may be carried out in the classroom or outside the main teaching area.

The key roles of this post will generally include:

Providing support for pupils within class and in 1:1 settings by

- Provide pastoral support to pupils.
- Delivering appropriate programmes of study/individual interventions to meet pupils' specific areas of need
- Attend to pupils' personal needs and provide advice to assist in their social, emotional, mental health & hygiene development.
- Participate in comprehensive assessment of pupils to determine those in need of particular intervention.
- Assist the teacher with the development and implementation of Individual Education Plans, Pen Portraits, Individual Risk Assessments and Behaviour Plans.
- Support provision for pupils with additional needs.
- Establish productive working relationships with pupils, acting as a positive role model at all times.
- Develop 1:1 mentoring programmes to support the emotional development of vulnerable pupils.
- Provide information and advice to enable pupils to make choices about their own learning, behaviour and attendance.
- Challenge and motivate pupils, promote and reinforce self-esteem.
- Provide feedback to pupils in relation to progress, achievement, behaviour, attendance etc.

Providing support for the teacher by

- Liaise with feeder schools and other relevant bodies to gather pupil information when required.
- Support pupils' access to learning using appropriate strategies, resources etc.
- Work with other staff in planning, evaluating and adjusting learning activities as appropriate.
- Monitor and evaluate pupils' responses and progress against action plans through observation and planned recording.
- Provide objective and accurate feedback using relevant information to other staff on pupils' achievement, progress and emotional well-being.
- Be responsible for keeping and updating records as agreed with other staff and in line with appraisal targets.
- Develop Key Worker role with specific pupils, sourcing emotional support programmes and activities during Key Worker Time where appropriate.
- Support with interventions and in de-escalating behaviours
- Assist in the development and implementation of appropriate behaviour management strategies.
- Establish constructive relationships with parents/carers, sharing relevant information and attending meetings as necessary.
- Assist in the development, implementation and monitoring of systems relating to attendance and integration to other schools.

- Clerical/admin support as appropriate to ensure communication with staff, parents and other agencies is up to date.

Providing support for the curriculum by:

- Implementing agreed learning activities or teaching programmes, adjusting activities according to pupil responses and needs.
- Delivering specific interventions to enable pupils to make progress in core subjects.
- Being aware of and accessing a range of activities, courses, organisations and individuals to broaden and enrich the learning experience of all pupils.
- Identifying and using specialist equipment, plans and resources to support pupils across school.

Providing support for the school:

- Be aware of and comply with policies and procedures relating to Child Protection, Behaviour, Anti-bullying, Anti-racism, Health & Safety, Security, Confidentiality and Data Protection, reporting all concerns to an appropriate person.
- Be aware of and support the diverse needs of the school population, ensuring equal access to learning for all pupils.
- Contribute to the overall vision, values, ethos and aims of the school.
- Establish constructive relationships and communicate with other agencies or professionals, in liaison with the teacher, to support the achievement and progress of pupils.
- Attend and participate in regular meetings.
- Participate in training and other learning activities as required.
- Recognise own strengths and areas of expertise and use these to advise and support others.
- Assist in the supervision, training and development of staff.
- Implement planned supervision of pupils out of school hours.
- Supervise pupils on visits, trips and out of school activities as required.
- Such other responsibilities allocated which are appropriate to the grade of the post.

Knowledge and Qualifications

Essential

Knowledge of:

- Effective ICT – computer, whiteboards, photocopier
- Understanding of the principles of child development and learning processes and barriers to learning
- The range of support services/providers
- Effective actions for pupils at risk of underachieving
- Understanding of the principles of Child Protection and Safeguarding

Experience:

- Working with children of relevant age
- Working with pupils with additional needs eg. SEMH, ASD

Qualifications:

- Good numeracy and literacy skills
- NVQ 3 for Teaching Assistant or equivalent qualification.

Desirable

Knowledge of:

- A range of special educational needs
- PECS
- Makaton

Experience:

- Clerical Duties
- Working as part of a team
- Working with children who experience social, emotional and mental health difficulties.

Qualifications:

- Full First Aid Qualification
- Team Teach or equivalent