

Job Description – Teaching Assistant in the Haven



Location: Errington Primary School
Hours: 32 hours per week, term time only
Grade: LA Support Staff Pay Spine, Point 8-11

Responsible to: Director of Inclusion

Job Purpose

To assist in promoting the learning and personal development of the pupil(s) to whom you are assigned, to enable him/her to make best use of the educational opportunities available to them.

- To support interventions according to need in classes
- To support the delivery programs of work for 1:1 support work
- To deliver speech and language programs as provided by speech and language therapists
- To support class teacher in delivering aspects of the curriculum
- To develop areas of provision and display through guidance from the class teacher
- To deliver specific intervention programs

Main Responsibilities

1. To aid the pupil(s) to learn as effectively as possible both in group situations and on his/her own by, for example:
 - Clarifying and explaining instructions
 - Ensuring the pupil is able to use equipment and materials provided
 - Motivating and encouraging the pupil(s) as required by providing levels of individual attention, reassurance and help with learning tasks as appropriate to pupils' needs
 - Assisting in weaker areas, e.g. speech and language, reading, spelling, numeracy, handwriting/presentation etc
 - Using praise, commentary and assistance to encourage the pupil to concentrate and stay on task
 - Liaising with class teacher, SENCO and other professionals about individual education plans (IEPs), contributing to the planning and delivery as appropriate
 - Providing additional nurture to individuals when requested by the class teacher or SENCO
 - Consistently and effectively implementing agreed behaviour management strategies
 - Helping to make appropriate resources to support the pupil
2. To establish supportive relationships with pupils
3. To promote the acceptance and inclusion of the pupils with SEN, encouraging pupils to interact with each other in an appropriate and acceptable manner
4. Monitor the pupils responses to learning activities and, where appropriate, modify or adapt the activities as agreed with the teacher to achieve the intended learning outcomes.
5. To give positive encouragement, feedback and praise to reinforce and sustain the pupil's efforts and develop self reliance and self esteem.

6. To mark pupils' work under the direction of the class teacher
7. To support pupils in developing social skills both in and out of the Classroom
8. To support the use of ICT in learning activities and with specific programmes to support learning.
9. To provide regular feedback on the pupil's learning and behaviour to the teacher/SENCO, including feedback on the effectiveness of the behaviour strategies adopted
10. Under the direction of the teacher, carry out and report on systematic observations of pupils to gather evidence of their knowledge, understanding and skills upon which the teacher makes judgements about their stage of development
11. When working with a group of pupils, understand and use group dynamics to promote group effectiveness and support group and individual performance
12. Where appropriate, to know and apply positive handling techniques
13. To know and apply school policies on Child Protection, Health and Safety, Behaviour, Teaching and Learning, Equal Opportunities etc
14. Where appropriate to develop a relationship to foster links between home and school, and to keep the school informed of relevant information
15. To be aware of confidential issues linked to home/pupil/teacher/school
16. To contribute towards reviews of the pupil's progress as appropriate
17. To comply with legal and organisational requirements for maintaining the health, safety and security of yourself and others in the learning environment
18. To take part in training activities offered by the school to further knowledge and skills of working with a child with specific learning difficulties
19. To be willing to support playground/break time supervision e.g. educational games, homework clubs etc
20. To accompany teacher and pupils on educational visits
21. To provide individual support, as required, during examination sessions
22. To carry out the above duties in accordance with the Education Department's Equal Opportunities Policy.

This job description sets out the main responsibilities for the postholder, but is not intended to be an exhaustive list. Specific duties may change from time to time without changing the general nature of the post and the postholder is expected to be flexible in the range of responsibilities they undertake commensurate with the responsibility and salary

Signed..... Dated

Essential

- Have studied to Advanced Level or equivalent.
- At least 5 GCSEs at A-C or equivalent level 2 qualifications, including English and Maths
- Hold a Level 3 Teaching Assistant qualification, or equivalent
- Experience of working with students with Social, Emotional and Mental Health Needs in a primary setting
- Be able to demonstrate an understanding of and empathy for learning difficulties and disabilities and have emotional resilience to work with challenging students.
- Have the ability to work on a one-to-one or group basis with young people and adults.
- Be able to demonstrate appropriate commitment to equal opportunities and inclusive learning.
- Have the ability and confidence to work with numeracy/mathematics.
- Have functional IT skills or must be willing to develop them further.
- Have an understanding of the basic principles of safeguarding
- Have the ability to work effectively as part of a team.
- Recognise the importance of confidentiality and ensure that it is maintained.
- Good note taking skills.
- Have good interpersonal, tact and diplomacy skills.
- Good organisational skills with a sensitive approach to work
- Have a good sense of humour and patience.
- Have high expectations of Students and set challenging targets.
- Be flexible in their approach to work including working hours

Desirable

- Experience of a teaching and learning environment.
- An interest in developing resources for individual students.
- Involvement with writing Individual Learning Plans.

