



Defford Cum Besford CE First School

Job Description for post of Teaching Assistant + SEND Allowance

Essential qualities

- Minimum of Grade C / 4 in GCSE in English and Maths or suitable Level 2 Literacy & Numeracy Qualifications
- An ability to establish and maintain relationships with individual pupils and groups of pupils
- A positive and caring attitude to children
- An ability to maintain working relationships with colleagues
- Good organisational skills
- An ability to work as a team member
- Enthusiasm and commitment
- A strong commitment to developing professional practice
- Clear DBS check

Main Duties

- To support the care, safety and learning of individual children with an EHCP.
- Work as part of the staff team at the direction of the Class Teacher to support teaching provision and pupils' learning.
- Under the guidance of the Class Teacher, to work with individual child and the child within groups of pupils, to help them to achieve to the best of their ability.
- Support the pupil to access the full curriculum.
- Provide support for pupil's emotional and social development by encouraging and modelling positive behaviour and dealing with disruption as agreed in the school's Behaviour Management Policy.
- Ensure the physical welfare of pupils and assist pupils with their physical needs as appropriate and agreed.
- Communicate and liaise with other members of school staff in order to ensure the most effective provision for pupil's academic, emotional and social development.
- Supervise pupils in the playground and organise play-time activities.
- Attend educational visits with pupils, in accordance with school policies and safety guidelines, providing assistance with pupils' care and welfare and with the learning activities undertaken.
- Undertake any other reasonable duties from time to time as may be directed by the Headteacher or his/her nominee.

Personal responsibilities

- Be aware of key school plans, policies and procedures, especially the Health and Safety procedures and Safeguarding Procedures.
- Take part in Performance Management in order to identify and agree development and training needs.

- Be aware of the learning and physical needs of the pupils you support.
- Respect the confidentiality of pupil information.

This job description is not necessarily a comprehensive definition of the post and you may be required to undertake such other tasks appropriate to the level of appointment as the Headteacher may require.

This job description may be reviewed if necessary and may be amended at any time after consultation with you.

Signed (issued by):

Date :

Signed (received by):

Date :