



JOB DESCRIPTION

TEACHING ASSISTANT (GRADE 1+SEN)

Location: Blakedown CE Primary School

Salary: TA1 +SEND Allowance

Temporary vacancies due to being linked to a two pupils with EHCPs:

- 14 hours 30 minutes (Monday-Thursday 1.10-3.20 p.m. & Friday 8.40 a.m.-3.20 p.m.)

Start date: ASAP

JOB PURPOSE:

- To be responsible under the direction of the Headteacher or other designated teacher for the care, education and welfare of an individual with an EHCP or groups of pupils including these pupils, who are working significantly lower than their peers and to assist the teacher in the implementation of specific programmes of work, including working towards targets set in the pupils' EHCP.
- To enable an individual pupil or a small group of pupils, when supported to gain the fullest possible access to the curriculum and to ensure specific provision arrangements are appropriately fulfilled.

OUTLINE RESPONSIBILITIES

Under the direction and control of the classroom teacher:

- Supervise individuals and/or groups of pupils to ensure their safety and facilitate their physical and emotional development.
- To work as a team with a job share partner to enable consistent support and approaches as well as feeding back information that will ensure the pupil makes as much progress academically, socially, emotionally and personally as possible.
- To assist at the appropriate level and be involved in all areas of the curriculum including preparation and modification of materials.
- Undertake those activities necessary to meet the physical and emotional needs of individuals and groups of pupils, including pupils with educational, physical or emotional special needs.
- To monitor individual pupil's problems, progress, achievements and condition and report these to the class teacher as appropriate.
- To promote pupil independence in learning and reinforce the pupils' self-esteem through praise and encouragement.
- Actively engage in the pre-determined educational activities and work programmes at a basic level to assist in personal and individual development of individuals or groups of pupils.

MAIN RESPONSIBILITIES AND TASKS:

SUPPORT FOR PUPILS:

- Supporting the emotional wellbeing of the pupil, ensuring that they are regulated and ready to learn.
- Supporting the pupil with tasks and endeavouring to develop a level of independence.
- Answering questions from the pupil and explaining questions and activities.
- Sharing books with the pupil, developing their language and communication skills.
- Assisting the pupil to access the normal routines of the classroom.
- Hearing pupils read.
- Giving spelling exercises if appropriate to the needs of the pupil.
- Adapting work where necessary to ensure the pupil is able to access the work provided, under direction of the teacher and on occasion, in the moment of learning.
- Ensure that the pupil is able to safely use equipment and materials provided and be aware of the range of resources available.
- Promote pupil independence in learning, and reinforcing the pupils' self esteem through praise and encouragement.
- To assist at an appropriate level with the provision of general care and welfare of pupils' including (where necessary):
 - (i) assisting with pupils' injuries and where qualified, administering basic first aid;
 - (ii) to assist with the administering of medicines under the direction of the appropriate medical staff;
 - (iii) to assist with the identification and monitoring of pupils' general health and welfare.

* See Appendix 1

SUPPORT FOR TEACHERS

- To monitor pupils - their problems, progress, achievements and condition and report these to the designated supervisor as appropriate.
- To assist the teacher with learning activities generally in the classroom.
- To carry out appropriate activities as planned within the classroom or with groups of pupils including administration of baseline tests.
- To display and present pupils' work.
- To prepare and organise teaching resources for lessons and activities, including the checking and maintaining of classroom equipment and materials.
- Assistance with the physical manipulation of objects and equipment.
- To monitor pupils' progress and report to the class teacher.
- To assist with the support of group activities within and away from the classroom, e.g. P.E., swimming, educational visits

SUPPORT FOR THE CURRICULUM

- Preparation or modification of the work for a pupil under the direction of the class teacher, and supporting the pupils in carrying out this work.
- Assisting with the promotion of independence activities.

SUPPORT FOR THE SCHOOL

- General supervision, counselling and discipline of pupils within the policies and procedures of the school.
- Assisting with supervision of pupils within the school e.g. playground duties and during lunchtime (if necessary and requested to do so as an additional requirement).
- Adhering to and maintaining school routines and codes of conduct.
- Supporting the vision and ethos of the school.
- Assist with the provision of general care and welfare to pupils and to be mindful of the need to maintain a safe environment at all times.

OTHER DUTIES

- To maintain personal and professional development to meet the changing demands of the job, participate in appropriate training activities and encourage and support staff in their development and training.
- To undertake such other duties, training and/or hours of work as may be reasonably required and which are consistent with the general level of responsibility of this job.
- To undertake health and safety duties commensurate with the post and/or as detailed in the School's Health and Safety Policy.

CONTACTS

In all contacts the postholder will be required to present a good image of the School and the County Council as well as maintaining constructive relationships.

Notes:

- The Governing Body reserves the right to alter the content of this Job Description, after consultation, to reflect changes to the job or services provided, without altering the general character or level of responsibility.
- The duties described in this Job Description must be carried out in a manner which promotes equality of opportunity, dignity and due respect for all employees and service users and is consistent with the School's Equal Opportunities Policy.

Signed.....Teaching Assistant

Signed.....Headteacher

Date.....