

**Audenshaw Primary School**

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Manchester, M34 5NG Website: [www.audenshaw-pri.tameside.sch.uk](http://www.audenshaw-pri.tameside.sch.uk)

Headteacher: Mr P Williams

**JOB DESCRIPTION**

**Post Objective/s:**

* To provide support to teaching staff throughout the school, in an appropriate learning environment.
* Assisting with the integration of pupils with special educational needs.
* To support the learning and development of children, to enable them to access the curriculum, make progress and develop independence.
* Supporting children within a small group or on an individual basis within the classroom or on a withdrawal basis.
* Implement the individual targets and programmes as advised by other specialist agencies.
* To be an integral part of the school, working in close partnership with all staff
* To teach small group sessions (planned by the teacher) at an appropriate level

**MAIN DUTIES AND RESPONSIBILITIES**

**Support for Pupils:**

* Supervise and provide particular support for pupils, including those with special needs, ensuring their safety and access to learning activities
* Assist with the development and implementation of individual targets and personal care programmes
* Establish constructive relationships with pupils and interact with them according to individual needs
* Promote the inclusion and acceptance of all pupils
* Encourage pupils to interact with others and engage in activities led by the teacher
* Set challenging and demanding expectations and promote self-esteem and independence
* Support the child through self-care, carrying out behaviour support and speech and language programmes.
* Liaise with other agencies as required.
* Provide feedback to pupils in relation to progress and achievement under guidance of the teacher.

**Support for Teachers:**

* Create and maintain a purposeful, orderly and supportive environment, in accordance with lesson plans and assist with the display of pupils’ work.
* Use strategies, in liaison with the teacher, to support pupils to achieve learning goals.
* Assist with the planning of learning activities.
* Monitor pupils’ responses to learning activities and accurately record achievement/progress as directed
* Provide detailed and regular feedback to teachers on pupils’ achievement, progress, problems etc.
* Promote good pupil behaviour, dealing promptly with conflict and incidents in line with established policy and encourage pupils to take responsibility for their own behaviour.
* Establish constructive relationships with parents/carers.
* Provide clerical/admin. support e.g. photocopying, typing, filing, money, administer coursework etc.

**Support for the Curriculum:**

* Undertake structured and agreed learning activities/teaching programmes, adjusting activities according to pupil responses.
* Undertake programmes linked to local and national learning strategies e.g. literacy, numeracy, early years recording achievement and progress and feeding back to the teacher.
* Support the use of ICT in learning activities and develop pupils’ competence and independence in its use.
* Prepare, maintain and use equipment/resources required to meet the lesson plans/ relevant learning activity and assist pupils in their use.

**Support for the School:**

* Be aware of and comply with policies and procedures relating to child protection, health, safety and security, confidentiality and data protection, reporting all concerns to an appropriate person
* Be aware of and support difference and ensure all pupils have equal access to opportunities to learn and develop
* Contribute to the overall ethos/work/aims of the school
* Appreciate and support the role of other professionals
* Attend and participate in relevant meetings as required
* Participate in training and other learning activities and performance development as required
* Assist with the supervision of pupils out of lesson times, including before and after school, playtimes and at lunchtime
* Accompany teaching staff and pupils on visits, trips and out of school activities as required and take responsibility for a group under the supervision of the teacher
* **Audenshaw Primary School**
* Appointment of Level 2 Teaching Assistant
* Person Specification

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| **Training and Qualifications** | **Essential** | **Desirable** |
| NVQ Level 2, or evidence of the equivalent QCF credit value, or equivalent Teaching Assistant qualification or equivalent | ✓ |  |
| Basic First Aid qualification |  | ✓ |
| Willingness to undertake basic First Aid training | ✓ |  |
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| **Skills, Abilities and Experience** | **Essential** | **Desirable** |
| Experience of working in a EYFS/KS1 setting | ✓ |  |
| Experience of delivering phonics | ✓ |  |
| Experience of implementing personal programmes / interventions | ✓ |  |
| Ability to relate well to children and adults | ✓ |  |
| Ability to work as a member of a team | ✓ |  |
| Support class teacher in preparation of resources |  |  |
| Ability to work with other professionals | ✓ |  |
| Willingness to support pupils with behaviour/learning difficulties | ✓ |  |
| ICT skills relevant to post | ✓ |  |
| Accurately mark / evaluate children's work in line with early years profile and marking policy | ✓ |  |
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| **Professional Knowledge and Understanding** | **Essential** | **Desirable** |
| Good numeracy and literacy skills | ✓ |  |
| Basic understanding of pupils development stages and learning needs | ✓ |  |
| Commitment to continuing professional development | ✓ |  |
| Understanding of relevant policies, code of practice and awareness of relevant legislation | ✓ |  |
| Knowledge and understanding of how to support children with special educational needs | ✓ |  |
| A good knowledge of the Early Years profile, development matters, early years outcomes | ✓ |  |
| Good sense of humour |  | ✓ |
| **Experience** | **Essential** | **Desirable** |
| Experience of working within a primary school or nursery setting in a paid or voluntary capacity | ✓ |  |
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| **Legal Requirements** | **Essential** | **Desirable** |
| Legal entitlement to work in the UK | ✓ |  |
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