



JOB DESCRIPTION – TEACHING ASSISTANT

Grade:	NJC (New) SCP 19 – 22 (pro-rata)
Hours:	Monday 8.30 – 4.30 Tuesday 8.30 – 4.30 Wednesday 8.30 – 3.30 Thursday 8.30 – 3.30 Friday 8.30 – 3.30
Responsible to:	Class Lead
Job Purpose:	To enhance the teaching process by supporting the needs of pupils
Main Responsibilities:	In addition to the duties specified in the job description for a Support Assistant, a Teacher's Assistant will be required to undertake the majority of the following responsibilities.

1. Deputise as class lead. Regularly lead the class for up to one day each week, to cover PPA entitlement. When this includes planning, you will be provided with up to 30 mins PPA time each week.
2. Be prepared and able to lead the class in the absence of the Class Lead, sometimes without prior warning.
3. To have the flexibility and willingness to work in all areas of the school irrespective of age or ability of students
4. To work with Class Leads on the planning, implementation, assessment (including Interactive learning diary ILD) and evaluation of educational programmes.
5. To attend Parents Evenings.
6. To be able to contribute to the writing of EHCP Review reports.
7. To attend professional meetings regarding a pupil within the class if required.
8. To work with other professionals on the implementation of programmes for individual pupils, including facilitating SALT, OT and pupil support plans on a daily basis in the classroom.
9. Using specialist knowledge and training to adapt and/or interpret lessons, programmes, and instructions to pupils from teachers and therapists, including the use of sophisticated communication aids and IT support.
10. To understand the whole school curriculum, as well as school vision, direction and aims, to enhance wider teaching and learning offer throughout the school
11. To follow all training provided by The Avenue School.
12. To enhance lines of communication by attending staff meetings, departmental meetings and INSET days where appropriate, and sharing content with colleagues.
13. Adhere to The Avenue School's Health and Safety requirements

Signed Date

PERSON SPECIFICATION – TEACHING ASSISTANT

The successful candidate is likely to have the following attributes:-

Qualifications & Knowledge

- Have an equivalent of Grades A – C (9 – 4) in English and Maths at GCE
- Have good reading and numeracy skills
- Be able to speak and write in good, clear grammatically correct English
- Have knowledge of basic ICT & other technology to support learning and to access the School's IT systems
- Have obtained an NVQ 3 or equivalent or will have relevant experience of appropriate special educational needs

Experience

- Be comfortable leading sessions for pupils with a wide range of ability, from the ages of 2 – 19 years
- Be currently working as a Support Assistant at the Avenue School

Physical Fitness

- Be physically fit including being able to spend time working on the floor with pupils for extended periods and be fit enough to run after, and catch up with, any children who run off/bolt to make sure they don't put themselves in danger
- Be able to carry out all aspects of the Team Teach and Manual Handling training provided and to be willing and able to meet the physical and personal care needs of pupils
- Be willing, and able, to work across the school with all age group[s] and abilities.

Personal Attributes

- Have respect for our pupils and ensure that they are treated with dignity at all times
- Have a non-confrontational approach to behaviour and be able to implement P.A.C.E strategies in line with school
- Have the confidence to deploy a team of Support Assistants in the absence of a teacher
- Be a good timekeeper, arriving in school ready to work from 8.30 a.m.
- Have a flexible and adaptable approach to work
- Have good interpersonal and organisational skills
- Be able to work as a member of a team
- Be an effective communicator, at all levels
- Have a sense of humour
- Be committed to their own continuing professional development