

Teaching Assistant (Additional Educational Needs)
Job description and Person Specification

Job Title: Teaching Assistant

Responsible to: Head teacher

Line Manager: SENCo/Class teacher

Purpose of Job: To assist and support children in EYFS, KS1 or KS2

Liaison with: SENCO, Head Teacher, Class teachers

Responsibilities of the post: The Teaching Assistant's (TA) main role is to provide support for all children within the classroom. Duties will include in class support, running small intervention groups, specific programmes and activities and some 1:1 work. To support the class teacher in the teaching and welfare of the children to attain the targets set in their personal learning. There may be a requirement to work with children with statements or additional educational needs throughout the Key Stages.

Supporting children

1. Provide teaching support under the guidance of the class teacher to children in all areas of the curriculum, individually or in small groups, children with an EHCP and/or children with additional educational needs in order to aid learning in the classroom.
2. To work with the class teacher and SENCO to assist in drawing up and undertaking the delivery of the individual pupil learning programmes, either in small intervention groups, within the classroom or 1:1 to ensure delivery of the individual's targets and curriculum.
3. Assist the teacher with observation and monitoring of the progress of children, maintaining accurate records within the special needs provision in order to ensure documentation of all interventions with the children.
4. To prepare differentiated work/materials for children' use (under the direction of the teacher).
5. Promote positive behaviour patterns, raise self-esteem and improve independent working in children to assist in their education and growth. Provide positive reinforcements, praise and rewards to children.
6. Assist the teacher where necessary with preparation (and clearing away) of the classroom and materials to ensure effective and efficient teaching.
7. To ensure that children are in a caring school environment following all Safeguarding policies and procedures.
8. To participate in In-Service Training, including INSET days and attend staff meetings where appropriate.
9. To supervise children in the school's premises according to agreed rotas (including lunch-times).
10. Follow the Confidentiality policy and Staff Code of Conduct.
11. To hold regular liaison time with the class teacher / SENCO and other support staff involved in the classroom.
12. To act in accordance with the equal opportunities policy, health and safety policy, behaviour policy, safeguarding and confidentiality guidelines.

13. To develop knowledge of the particular needs of the children and seek advice from the SENCO, class teacher and outside agencies as required.
14. To aid access to the full range of learning experiences both inside and outside the classroom and provide modified materials as required e.g. worksheets, games, visual prompt cards etc.
15. To organise and maintain an inclusive learning environment across the whole school environment.

Personal Specification for Learning Support Assistant

You will need to

- Have GCSE, 'O' Level or equivalent qualifications in Maths and English.
- Have NVQ2 or equivalent as recognised by the National Occupational Standards for Supporting Teaching and Learning (NOS-STL).
- Have knowledge and understanding of the different social, cultural, educational and physical needs of children.
- Have experience of phonics learning and support.
- Have an interest in how children learn and behave.
- Model positive behaviour both in the classroom and around school.
- Excellent interpersonal skills.
- Previous experience with working with children.

You must be able to:

- Carry out tasks and responsibilities under the direction of the SENCO, Class Teacher, Deputy Head Teacher or Head Teacher.
- Plan and prioritise tasks and work under the pressure of a busy inclusive primary school.
- Be productive and show initiative.
- Communicate effectively and appropriately to children with different abilities and ethnic backgrounds.
- Motivate children to learn and be sociable.
- Assist with the organisation of the learning environment.
- Maintain accurate records of the children.
- Work effectively with other adults in the school and wider community.
- Be a responsible and trustworthy role model.
- Have patience with children with a clear understanding of children who find learning new concepts and remembering taught concepts difficult.
- Respect and maintain confidentiality but have regard to the safe guarding protocols of information sharing where necessary.
- Be computer literate.
- Attend training courses considered appropriate for the post.

This job description is subject to review by the Headteacher in consultation with the postholder as appropriate to the changing needs of the school.

St Augustine of Canterbury Catholic Primary school is committed to recruiting with care and safeguarding and promoting the welfare of children and young people and expects all staff and volunteers to share this commitment. An enhanced DBS Check and successful references will be required prior to any offer of employment.