**Redland Community Primary School**

Brook Street

Chippenham

Wiltshire SN14 0JE

Telephone: 01249 651623

Email: office@redland.wilts.sch.uk Headteacher: Mrs Veronika Joy

School Website: [www.redland.wilts.sch.uk](http://www.redland.wilts.sch.uk) School Business Manager: Mrs Sam Hook

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**Job Description – Named Pupil Teaching Assistant**

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| **Job title** | Named Pupil Teaching Assistant |
| **Working time**  | 25 hours per week, term time only  |
| **Salary**  | Grade E (scale points 6 to 8)  |

**Main purpose of this role**

To support the learning, language acquisition and social communication development of a named pupil, linked to their EHCP (Educational Health Care Plan).

**Supporting pupils learning, either in groups or through 1:1 work, e.g.**

The exact tasks will depend on the learning support needs of the pupil/s but may include:

1. Supporting the development of skills in literacy, numeracy, communication and social and behavioural needs
2. Differentiating work for individual pupils to suit their ability
3. Using knowledge of pupils learning support needs to suggest appropriate adjustments to lesson plans to teachers
4. Clarifying and explaining instructions
5. Ensuring pupils are able to use equipment and materials provided
6. Motivating and supporting pupils
7. Helping pupils to concentrate on their learning
8. Meeting physical needs as required while promoting independence
9. Liaising with class teacher and SENCo about individual education plans
10. Developing appropriate resources to support pupils

**Supporting pupils’ self-esteem, inclusion and behavioural development, e.g.**

1. Promoting inclusion
2. Developing methods of promoting/reinforcing pupils’ self-esteem and independence
3. Providing individual supervision in and out of the classroom for pupils with behavioural difficulties
4. Establishing a supportive relationship with pupils
5. Reinforcing the school ethos, e.g. expectations of behaviour within class and elsewhere on the school site
6. Supervising pupils on outings, school activities etc

**Provide physical/personal care to pupils where required, e.g.**

1. Helping with dressing/toileting in line with the school’s intimate care policy
2. Undertaking physiotherapy and speech therapy exercises following instruction and advice from a qualified therapist

**Supporting the school, e.g.**

1. Where appropriate, fostering and developing links between a pupil’s home and school
2. Assisting with setting up, storing and retrieving and general maintenance of classroom equipment and teaching aids, e.g. computers and computer software, resources, indoor and outdoor play equipment, photographic equipment etc
3. Helping to ensure the hygiene of the teaching environment in cases of sickness or soiling
4. Administering minor First Aid under the guidance of a qualified person

**Other Specific Duties**

1. Play a full part in the life of the school community, to support its vision and ethos
2. Take part in the school’s staff development programme by participating in arrangements for further training and professional development
3. Engage fully in the staff appraisal process
4. Work as a member of a team and to contribute positively to effective working relations within the school
5. Foster a team approach with parents/carers, school staff and other multidisciplinary agencies who contribute to the provision for our pupils.
6. Support the school in meeting its legal requirements
7. Promote actively the school’s policies, procedures, routines and guidelines
8. Comply with the school’s Health and Safety policies and undertake risk assessments as appropriate

Whilst every effort has been made to explain the main duties and responsibilities of the post, each individual task undertaken may not be identified. Employees will be expected to comply with any reasonable request from a manager to undertake work of a similar level that is not specified in this job description.

Employees are expected to be courteous to colleagues and provide a welcoming environment to visitors.

The school will endeavour to make any necessary reasonable adjustments to the job and the working environment to enable access to employment opportunities for disabled job applicants or continued employment for any employee who develops a disability condition.

The safeguarding and promotion of the welfare of children is the responsibility of all members of staff at Redland Primary School.

This job description is current at the date shown, but following consultation with you, may be changed to reflect or anticipate changes in the job which are commensurate with the salary and job title. This job description is not your contract of employment or any part of it. It has been prepared only for the purpose of school organisation and may change either as your contract changes or as the organisation of the school is changed.