



Job description for Teaching Assistant Grade 3 (Pt4-6)- General/SEN Teaching Assistant at Mitcheldean Endowed Primary School.

1. Job Purpose

To support staff with their responsibility for the care, development and education of children, including those with SEN.

2. Duties and responsibilities:

To work under the instruction/guidance of teaching/senior staff to undertake work/care/support programmes, to enable access to learning for pupils and to assist the teacher in the management of pupils and the classroom. Work may be carried out in the classroom or outside the main teaching area.

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 Education/ Behaviour Plans and Personal Care programmes
- Liaise with professionals to support the needs of the child
- 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
- 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
- Administer routine tests and invigilate exams and undertake routine marking of pupils' work under the direction of the teacher
- Provide clerical/admin. support e.g. photocopying, typing, filing, money, etc.

- Support the Head Teacher in the smooth running of the school

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 safeguarding, 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 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
- Understand that a TA will not necessarily work with the same class or age group for which they were initially employed.
- Any other reasonable request by the Head Teacher

Experience

- Working with or caring for children of relevant age

Qualifications

- Good numeracy/literacy skills evidenced by GCSE Grade A-C or equivalent
- Completion of DfES Teacher Assistant Induction Programme and/or
- NVQ 2 for Teaching Assistants or equivalent qualifications or experience
- Training in the relevant learning strategies e.g. RWI, Numicon etc
- First aid training
- Safeguarding Training
- Food Hygiene Training
(Some training will be provided as part of induction)

Knowledge & Skills

- Effective use of ICT to support learning

- Use of other equipment technology – video, photocopier
- Understanding of relevant policies/codes of practice and awareness of relevant legislation
- General understanding of national/foundation stage curriculum and other basic learning programmes/strategies
- Basic understanding of child development and learning
- Ability to self-evaluate learning needs and actively seek learning opportunities
- Ability to relate well to children and adults
- Work constructively as part of a team, understanding classroom roles and responsibilities and your own position within these

3. Supervision Received:

- Class teacher
- SENCO
- Head teacher

4. Special Conditions

- Term time only. Leave to be taken when school is not in session.
- Any requests for time out for appointments, family illness etc to be made in writing in accordance with school absence policy

This job description sets out the main duties of the post at the date when it was drawn up. Such duties may vary from time to time without changing the general character of the post or the level of responsibility entailed. Such variations are a common occurrence and cannot of themselves justify a reconsideration of the grading of the post.

NB.

It is an expectation that the successful applicant will take their turn at lunch time supervision at MDS rates