|  |  |
| --- | --- |
| **Post Details** | |
| **Post Title:** Teaching Assistant | **Business Unit:** Schools |
| **Post No./Vacancy Ref:** SMTA | **School Type:** Primary School |
| **Grade/Payscale: £13,025.72 (FTE £18,933)** | **School Name:** St Michael’s, Bournemouth |
| **Job Purpose & Objectives** | |
| **Details** | |
| Under the specific direction and supervision of the teachers, the post holder is responsible to the Head Teacher and Governing Body for his/her duties and responsibilities | |
| The post holder works on a professional level with colleagues and seeks to establish and maintain productive and supportive relationships to promote mutual understanding of the aims of the school and to support the highest quality of teaching and learning | |
| Assist in the support and inclusion of children with special educational needs in this mainstream school | |
| Work in close contact with one or more pupils, providing appropriately targeted support that facilitates effective learning and sustained progress | |
| **Main Duties and Responsibilities** | |
| **Details** | |
| Helping children with all aspects of the curriculum whether individually or in small groups | |
| To plan, prepare and deliver assigned programmes of teaching and learning activities to an individual pupil(s)  modifying and adapting activities as necessary, under the overall direction and supervision of a qualified  teacher | |
| To select suitable ICT and practical resources and encourage their use by pupils in learning activities | |
| To assist with reading, including listening to children read, and reading stories to children in small groups | |
| To assess, record and report on pupil development, progress and attainment. | |
| To maintain accurate records of children’s social and emotional development as required and share this information with the class teacher at agreed times | |
| To attend to the children’s personal needs and, where a child is causing concern, report in the first instance to the class teacher | |
| To attend to the children’s First Aid requirements, including the recording of all injuries and treatment given in the school accident book. To attend training and refresher courses as necessary | |
| To attend with the Class Teacher, SENCo, Parent and external services, meetings to provide input regarding a child’s needs, as perceived by the school | |
| To accompany groups of children on educational visits after prior briefing from the teacher(s) leading the trip. | |
| To support children’s play on the playground at breaktimes and lunchtimes | |
| To develop and promote positive working relationships with staff, pupils and parents | |
| To record information on the school’s computer system and access data as requested by a teacher | |
| Support the role of parents/careers in pupil learning and contribute to meetings with parents/carers,  providing constructive feedback on pupil progress/achievement etc. | |
| To attend CPD training at the direction of the Head Teacher and Deputy Head Teacher | |
| To provide support at appropriate levels according to the students Individual Education Plan (IEP) or  Education, Health and Care Plan (EHCP) | |
| **General Information for all Posts** | |
| This is an outline job description only and the post holder will be expected to undertake the duties commensurate within the range and grade of the post or any lesser duties as directed by the Head Teacher.  NB: The aim of the job description is to indicate the general purpose and level of responsibility of the post. Please be aware that duties may vary from time to time without changing their character or general level of responsibility. Duties may be subject to periodic review by the Head Teacher or nominated representative (in consultation with the post holder) to reflect the changing work composition of the school. | |