



The Dales School/Northumberland County Council

JOB DESCRIPTION

Post Title: Teaching Assistant – Supporting and Delivering Learning		Director/Service/Sector: Children's Services	
Band: 4		Workplace:	
Responsible to: HLTA/Line Manager Managing Support Staff		Date:	Manager Level:
Job Purpose: To work under the guidance of teaching/senior staff and within an agreed system of supervision, to implement agreed work programmes for individuals and groups, in or out of the classroom. This could include using specialist knowledge to support the teacher in the whole of the planning cycle and the management and preparation of resources. Staff, on occasions, may also be required to undertake whole class supervision during the short-term absence of a teacher. The primary focus will be to maintain good order and to keep pupils on task. Staff involved in cover supervision will be expected to respond to pupils' questions and generally support pupils in learning activities.			
Resources		Staff	Not Applicable
		Finance	Not Applicable
		Physical	Shared responsibility for classroom equipment and materials.
		Clients	Relevant School pupils.
<u>Duties and key result areas:</u> Support for Children 1. Use specialist skills, training, or experience to support children's learning. 2. Contribute to provision to meet short term targets in relation to each child's EHCP 3. Establish meaningful relationships with children, acting as a role model and responding to the needs of each individual child. 4. To actively promote inclusive practice within the classroom setting to ensure acceptance of all children. 5. Encourage children to play and interact with one another. 6. Encourage children to engage in, and participate in learning activities led by the class teacher. 7. To communicate high expectations that encourage children to act independently and build self esteem. 8. Communicate expectations and feedback to children in relation to progress, behaviour and achievement, using language appropriate to their needs.			

9. Use a consistent, relational approach to managing behaviour.

Support for the staff team

1. Work with the class team to provide and maintain a purposeful and orderly learning environment in line with the planned curriculum
2. Work with the teacher in session planning, evaluating and adjusting the session plan as appropriate
3. Monitor and evaluate children's responses to learning activities through observation and planned recording of achievement against agreed, pre-determined, learning objectives.
4. Provide the teacher with accurate and objective feed back on progress and other matters, ensuring the availability of supporting evidence.
5. Contribute to the maintenance of children's records and accurately record achievement and other needs.
6. Support the class team in the management of pupil behaviour using a relational approach and ensure that the key principles of P&I are upheld.
7. Gather information from parents and carers as directed.
8. Establish constructive relationships with parents and carers and participate in feedback sessions as directed.
9. Contribute to assessment through observation, feedback and use of iASEND.
10. Participate in the marking, uploading and sharing of children's evidence of learning.
11. Provide clerical and admin support, particularly:
 - Undertaking photocopying
 - Preparing resources
 - Filing
 - Collecting money
 - Collate children's work (books/folders etc)

Support for the Curriculum

1. Implement session plans with groups and individuals, adjusting activities to meet children's needs.
2. Help children to understand instructions
3. Deliver interventions under advice from therapists and teaching staff and make effective use of opportunities provided by other learning activities to support the development of relevant skills
4. Support use of ICT in learning and develop children's competence and independence in its use.

5. Help children access learning activities through specialist support.
6. Update, replace and maintain specialist equipment or resources required to meet learning activities and assist children in their use

Support for the School

1. Comply with all school policies relating to:
 - Health and Safety
 - Equal Opportunities
 - Child Protection
 - Confidentiality and data protection.
2. Work in such a way as to promote the ethos and vision of the school.
3. Attend and participate in professional development, and activities that contribute to the management of performance.
4. Assist with the management of pupils inside and outside of the classroom and on school trips.
5. Attend and participate in regular meetings
6. To undertake other duties and responsibilities as required commensurate with the grade of the post

This school is committed to safeguarding and promoting the welfare of children and young people and expects all staff and volunteers to share this commitment. You are therefore under a duty to use the school's procedures to report any concerns you may have regarding the safety or well-being of any child or young person.

The duties and responsibilities highlighted in this Job Description are indicative and may vary over time. Post holders are expected to undertake other duties and responsibilities relevant to the nature, level and extent of the post and the grade has been established on this basis.

Work Arrangements

Transport requirements: Working patterns: Working conditions:	
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PERSON SPECIFICATION

Post Title: Teaching Assistant – Supporting and Delivering Learning Band 4	Director/Service/Sector: Children's Services
Essential	Desirable
Knowledge and Qualifications	
NVQ level 2 or higher in English and Mathematics. NVQ level 3 for teaching Assistants or equivalent qualifications Experience of using ICT in a learning environment	Training in relevant learning strategies relating to SEND. Evidence of recent professional development. NVQ level 2 qualification in ICT. Other qualifications e.g First Aid
Experience	
Experience of working with children in the Primary age range. Experience of leading interventions or small groups of children. Experience of working with children with learning difficulties.	Experience of working with children in a SEND setting. Experience of working with autistic children, children with ADHD or attachment difficulties.
Skills and competencies	
Excellent command of Literacy and Numeracy. Have high expectations of progress and behaviour. Good understanding of the principles of child development and the learning process. Good organisational and time management skills. Good communication skills. Ability to work as part of a team, understanding their role in the classroom and associated responsibilities.. Ability to provide support for and engage children in their learning.	Ability to undertake pupil record keeping as requested. Ability to contribute to classroom organisation and display.
Physical, mental and emotional demands	
Commitment to helping provide a high quality service to children and families. An understanding of Safeguarding children in a school setting.	

Other	
Willingness to participate in training and development.	