

# Calcot Schools



**Job Title: Teaching Assistant  
Learning Support Assistant (SEN)**

**Grade/Salary Range: Grade B/C**

## Job Purpose

- To provide practical support to the teacher/other teaching assistants and pupils
- To consistently promote positive values, attitudes and behaviour
- To support pupils in their learning and development in small groups or with individual pupils as directed treating them with respect and consideration
- To help raise standards of achievement for all pupils
- To encourage the social and emotional development of pupils
- To encourage pupils to participate in all aspects of school life
- To help pupils to become more independent
- To promote the inclusion and acceptance of all pupils

## Designation of Post and Position within the school

To be responsible to the Classroom Teacher and Year Group Team Leader (day-to-day activities)  
To be responsible to the Head Teacher (overall pattern of work)

## Main Duties and Responsibilities

**Working under the direction and supervision of a qualified teacher, Team Leader or Head Teacher:**

### Planning & Expectations

Working within schools policies and procedures to:

- Promote equal opportunities for all pupils
- To contribute to discussions, with the teacher, on the development of work programmes, work activities and support programmes for pupils
- Contribute to the preparation of teaching resources and materials
- Provide feedback to pupils and the teacher
- Attend and participate in relevant meetings as required

### Teaching & Learning Activities

- Prepare classroom as directed for lessons and clear afterwards
- Assist in the display of pupils work
- Communicate effectively and sensitively with pupils to support their learning
- Promote and support the inclusion of all pupils in the learning activities in which they are involved
- Ensure that equal opportunities, bullying or harassment issues are dealt with appropriately as they arise in conjunction with the teacher/teaching assistant team
- To assist with the supervision of, and encourage good behaviour amongst, pupils
- Manage safely the teaching space and resources within the school
- To work with individuals or small groups under the supervision of the teacher which may be carried out in the classroom or outside the main teaching area

### Professional Values & Practice

- Have high expectations of all pupils and assist the promotion/reinforcement of pupils self esteem
- Respect pupils' social, cultural, linguistic, religious and ethnic backgrounds
- Build and maintain successful relationships with pupils, treating them consistently, with respect and consideration and to be concerned for their development as learners
- Demonstrate and promote the same positive values, attitudes and behaviour that are expected from pupils
- Work collaboratively with colleagues to meet the needs of all pupils (inc SEN pupils)
- Carry out all aspects of the role effectively and to seek help, advice or guidance as necessary

**General**

- To maintain a safe environment for pupils, staff and visitors to the school
- Supervise pupils off site on school trips and other external visits
- To provide welfare support for pupils

**Additional Duties**

Any other duties which reasonably fall within the purpose of the post, and which may be allocated by the Teacher, Team Leader or Headteacher. This may include:

- Collecting money
- Chasing absences
- Preparing class lists
- Record keeping and filing
- Produce classroom displays
- Stock taking
- Responding to IT malfunctions by carrying out basic checks and where necessary requesting appropriate technical assistance
- Maintaining attendance figures
- Collate pupil reports
- Any other duties as directed by the teacher that are commensurate with the level of the role. For Teaching Assistants working in primary schools this might include assisting children with personal cleanliness, dressing and undressing as appropriate

**SCOPE OF JOB (Budgetary/Resource control, Impact)**

**No direct budgetary responsibility**

## Person Specification

<b>Job Title: Teaching Assistant</b>	<b>level 1 Calcot Schools</b>
<b>Authority: West Berkshire</b>	<b>Post Reference No:</b>

<b>KEY CRITERIA</b>	<b>ESSENTIAL</b>	<b>DESIRABLE</b>
<b>Qualifications and Training</b>	Basic literacy and numeracy skills <ul style="list-style-type: none"> <li>• Willingness to participate in a general TA induction programme</li> </ul>	Qualified First Aider <ul style="list-style-type: none"> <li>• Holds a food hygiene certificate</li> </ul>
<b>Competence Summary</b> (Knowledge, abilities, skills, experience)	Able to communicate effectively with children, parents and other staff <ul style="list-style-type: none"> <li>• Able to motivate and encourage pupils</li> <li>• Awareness of child protection and bullying issues</li> <li>• Awareness of and willing to promote the schools social inclusion policies and practices</li> <li>• Ability to use basic technology ie photo-copier, computer, video and digital camera</li> </ul>	Experience of working with children with special needs
<b>Work-related Personal Requirements</b>	Actively enjoys working with children and has empathy with pupils and is sympathetic to their needs <ul style="list-style-type: none"> <li>• Professionally discreet and able to respect confidentiality</li> <li>• Flexible approach to tasks</li> <li>• Firm, sensitive and effective approach towards pupil discipline</li> <li>• Willing to work as part of a team</li> </ul>	
<b>Other Work Requirements</b>	Patient and resilient	