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|  | **Darrick Wood Junior School****South Orpington Learning Alliance Multi-Academy Trust** |  |

**JOB DESCRIPTION**

**Teaching Assistant**

**Grade BR4**

**MAIN PURPOSE OF THE JOB**

The Teaching Assistant will work with one individual in particular, either in 1:1 ratio or as part of small group and whole class activities. The TA will provide interventions according to the pupil’s needs, and will provide positive learning experiences for the child enabling them to access activities through creativity, positivity and initiative, under the guidance of the class teacher. They will be a member of a multi-disciplinary team, under the leadership and supervision of the class teacher and Special Educational Needs Coordinator (SENCo).

**SUMMARY OF RESPONSIBILITIES AND DUTIES**

SUPPORT FOR PUPILS

* Provide general care to the Named Child, and other pupils
* Provide intervention and deliver learning experiences that meets the needs of the Named Child, and other children
* Supervise and provide particular support for the Named Child, ensuring their safety, well-being and ability to access to learning activities, and other children
* Assist with the development and implementation of targets on Educational Health and Care Plans (EHCP).
* Establish constructive, positive 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, including a low arousal and total communication one
* Use strategies, in liaison with the teacher, to support pupils to achieve targets
* Assist with the planning and delivering 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, concerns, etc.
* Promote good pupil behaviour management strategies, dealing promptly with escalation of feelings and behaviours in line with established policy and encourage pupils to take responsibility for their own emotional regulation. Record incidents and conflicts according to policy.
* Establish constructive and supportive relationships with parents/carers, pupils and colleagues.
* Support the class teacher in marking of pupils’ work according to the marking policy.
* Provide clerical/admin support, e.g. photocopying, typing, filing, money, administer coursework at non-key learning times.

SUPPORT FOR THE CURRICULUM

* Deliver specific interventions and therapy outlined in pupils’ EHCPs
* Deliver learning tasks and interventions to the Named Child and other pupils, adjusting activities according to pupil responses.
* Deliver English and Maths tasks to the Named Child and other pupils, recording achievement and progress and feeding back to the teacher.
* Supply the use of ICT in learning tasks 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 child protection, health, safety and security and data protection, reporting all concerns to an appropriate person.
* To work collaboratively and liaise with other services as appropriate, particularly in relation to safeguarding the wellbeing of all children and young people.
* Be aware of confidential issues linked to home/pupil/teacher/school/work and to keep confidences as appropriate.
* Be aware of, and support, diversity 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.
* Accompany teaching staff and pupils on visits, trips and out of school activities, as required, and take responsibility for the Named Child and/or group under the supervision of the teacher.
* Assist with the maintaining of the environment including the classrooms and other areas

Name of Post Holder Signature Date

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**PERSON SPECIFICATION**

**Teaching Assistant**

**Grade BR4**

This appointment will be subject to a satisfactory enhanced DBS check and references

**EXPERIENCE (Essential)**

* Working with or caring for children of relevant age.
* Working with or caring for children with SEMH needs/challenging behaviour.
* Delivering speech and language interventions.

**QUALIFICATIONS (Essential)**

* Good numeracy/literacy skills.
* NVQ2 in Teaching Assistance or equivalent qualifications or experience.
* Training in the literacy/numeracy strategy.

**KNOWLEDGE AND SKILLS (Essential)**

* Effective use of ICT to support learning.
* Use of other equipment technology – video, photocopier.
* Knowledge of relevant policies/codes of practice and awareness of relevant legislation.
* General understanding of national curriculum and other basic learning programmes.
* 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.
* Positivity and resilience