

**St Matthew's Church of England Primary School,
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Telephone: 01737 762080**

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Teaching Assistant including Midday Supervisor role

Job profile

Date	November 2021
Accountable to	Class teacher, Phase Leader, SENCO and Senior Leadership Team.
Job profile	To support children's learning in the classroom, including working with SEN children who have an EHCP and working in small groups. To assist the teacher with their responsibility for the development and education of the children in the class. To support the Mission and Aims of the school and understand and apply school policies. To participate in the general life of the school.

Under the direction of the teacher to:

- Use routine supervision and care skills to support pupils, including those who have physical, emotional or educational needs
- Support SEN children with an EHCP on a 1:1 basis in the classroom
- Provide targeted SEN support for children with an EHCP outside of the classroom
- Encourage appropriate social behaviour
- Assist in the planning and delivery of educational work programmes and interventions by participating in day-to-day learning activities
- Discuss with and report to the teacher on the planning and assessment of pupil work
- Record observations and contribute information towards pupil assessment
- Keep records of work
- Organise and maintain the learning environment
- Supervise learning and play activities inside and outside the classroom

- Work as part of a team to ensure that the well-being, behaviour and personal development of pupils enhances their learning opportunities and life skills
- Maintain confidentiality inside and outside the workplace
- Understand and apply school policies

Required attributes are:

- A high standard of English and Mathematics skills
- Excellent communication and spoken language skills
- A good general education
- Experience and understanding of working with children, including children with Special Educational Needs
- Willingness to train and develop new skills
- Resilience
- Motivation
- Enthusiasm
- Adaptability
- Being a team player

Deployment:

8:30am to 3:30pm with 30 minutes for lunch (32 hours 30 minutes per week)

St Matthew's School is committed to safeguarding and promoting the welfare of children and expects all staff and volunteers to share this commitment. All appointments are subject to an enhanced DBS check.