

## Job Description - Teaching Assistant including Midday Supervisor

<b>Job Purpose</b>	<ul style="list-style-type: none"> <li>• To support children’s learning and development in the classroom and the wider school environment</li> <li>• To deliver personalised learning and timetables to children with SEND</li> <li>• To assist the teacher with their responsibility for the development and education of all children in the class</li> <li>• To support the Mission and Aims of the school and understand and apply school policies</li> <li>• To participate in the general life of the school</li> </ul>
<b>Accountable to</b>	Class teacher, Phase Leader, SENCO and Senior Leadership Team.
<b>Duties and responsibilities specific to the post</b>	<p><b>Under the direction of the teacher to:</b></p> <ul style="list-style-type: none"> <li>• Supervise learning and play activities inside and outside the classroom</li> <li>• Support children with SEND, including those with EHCPs, on a 1:1 basis in the classroom</li> <li>• Provide targeted support for children with an EHCP inside and outside of the classroom</li> <li>• Assist in the planning and delivery of interventions</li> <li>• Discuss with and report to the teacher on the planning and assessment of pupil learning and development</li> <li>• Record observations and contribute information towards pupil assessment</li> <li>• Organise and maintain a stimulating learning environment</li> </ul>
<b>General Duties of all school staff</b>	<p><b>The post is subject to compliance with:</b></p> <ul style="list-style-type: none"> <li>• School policies and guidelines on the curriculum and school organisation and SEN Code of Practice</li> <li>• National Curriculum 2014</li> <li>• Keeping Children Safe in Education</li> <li>• School Safeguarding policy and procedures</li> <li>• Encourage appropriate social behaviour</li> <li>• Maintain confidentiality inside and outside the workplace</li> </ul>
<b>Other Duties</b>	<ul style="list-style-type: none"> <li>• Support the Christian Ethos of the school</li> <li>• Attend collective worship as required</li> <li>• Supervise playtimes on a rota basis</li> <li>• Participate in staff meetings, INSET activities and parent curriculum events</li> <li>• Undertake other such duties as can be reasonably expected</li> </ul>

## Person Specification - Teaching Assistant including Midday Supervisor

	Essential qualities	Desirable qualities
<b>Qualifications and Training</b>	<ul style="list-style-type: none"> <li>Keeness to learn</li> <li>Dedication to professional development to support with the role</li> </ul>	<ul style="list-style-type: none"> <li>Evidence of continuous professional development linked to SEND/ASD / British Sign Language</li> </ul>
<b>Experience</b>	<ul style="list-style-type: none"> <li>Successful previous experience working with children (this could be in a voluntary capacity)</li> </ul>	<ul style="list-style-type: none"> <li>Successful completion of Teaching Assistant role or Teaching Assistant qualifications</li> </ul>
<b>Knowledge, understanding and skills</b>	<ul style="list-style-type: none"> <li>A high standard of English and Mathematics skills</li> <li>Excellent communication and spoken language skills</li> <li>A positive attitude and willingness to train and develop new skills</li> <li>Evidence of being a team player</li> </ul>	<ul style="list-style-type: none"> <li>Experience and understanding of working with children, including children with Special Educational Needs</li> </ul>
<b>Personal Qualities</b>	<ul style="list-style-type: none"> <li>Sympathy with the Christian ethos of the school</li> <li>Self-motivated and hard working</li> <li>Dependable, reliable, with an excellent record of attendance and punctuality</li> <li>Commitment to inclusion &amp; equal opportunities</li> <li>Able to initiate ideas and put them into practice</li> <li>Have a commitment to personal development and take an active part in the appraisal process</li> <li>Evidence of organisational skills, the ability to remain calm under pressure and to meet deadlines</li> <li>Willingness to participate in the wider life of the school</li> <li>Energy, enthusiasm, adaptability and a sense of humour</li> </ul>	
<p><b>We reserve the right to close this vacancy early if we receive suitable applications. If you are interested in working with us, please apply without delay.</b></p>		