

Kenmore Park Junior school

JOB DESCRIPTION

Teaching Assistant



School: Kenmore Park Junior School
Grade: Harrow Pay grade 2 point 8
Responsible to: Special Needs Coordinator

Purpose of the Job:

To collaborate with teachers in planning and delivering programmes of teaching and learning activities for children identified as needing 1:1 support and small groups of children with SEND need. The primary focus is to undertake educational activities with individuals, within a framework agreed with and under the overall direction and supervision of a qualified teacher.

Key duties and responsibilities:

1. Plan, prepare and deliver assigned programmes of teaching and learning activities to an individual pupil modifying and adapting activities as necessary under the overall direction and supervision of a teacher.
2. Assess, record and report on development, progress and attainment.
3. Liaise with staff and other relevant professionals and provide information about pupils as appropriate.
4. Use teaching and learning objectives to plan, evaluate and adjust lessons/work plans as appropriate within agreed systems of supervision.
5. Assess the needs of a pupil and use detailed knowledge and specialist skills to support pupils' learning.
6. Support pupils in social and emotional well-being, reporting problems to the teacher as appropriate.
7. Help keep the children safe. Follow all Safeguarding procedures.
8. Develop and promote positive working relationships with staff, pupils and parents and promote the school positively at all times.
9. Support the role of parents/carers in pupil learning and contribute to meetings with parents / carers to provide constructive feedback on pupil progress/achievement etc.

Extra School responsibilities



To assist in the smooth running of the school by helping out with extra curricular activities agreed beforehand.

To be one of the lunchtime leaders to help supervise pupils at lunchtime.

PERSON SPECIFICATION Teaching Assistant

The following outlines the criteria for this post. Applicants who have a disability and who meet the criteria will be shortlisted. Applicants should describe in their application how they meet these criteria.

CRITERIA QUALIFICATIONS	Essential High standard of general education including good proven numeracy and literacy skills.
EXPERIENCE	Essential Successful relevant experience of working with children of relevant age within a learning environment Desirable To be able to work with pupils to meet their pastoral needs (wellbeing) to feed into their academic needs. To engage in further qualifications as requested by the school to ensure skills are up to date. To work under the direction of the SENDCo to target pastoral programmes to enhance pupils' social, emotional and mental wellbeing. To work with parents/carers in order to highlight pupil's wellbeing and support them in implementing these programmes at home. To work with external agencies to ensure pupils' needs are met.
SKILLS AND ABILITIES	Essential Good understanding of child development with the ability to apply behaviour management policies and strategies which contribute to a purposeful learning environment. A mature and sensitive manner and excellent interpersonal skills.



	<p>Be able to work calmly under pressure with the ability to adapt quickly and effectively to changing circumstances/situations.</p> <p>An ability to work confidentially, efficiently and on own initiative.</p> <p>Be able to work as part of a team and to be flexible in their approach to daily routine</p> <p>Be able to inform, persuade, inspire and motivate pupils and provide feedback to other professionals and parents as required.</p> <p>Able to follow and adhere to the schools safeguarding policies and practices</p> <p>To help pupils develop independent learning skills and manage their own learning</p> <p>To ensure explicit connections are made between learning from everyday classroom teaching and structured interventions</p>
KNOWLEDGE	<p>Desirable</p> <p>Requires knowledge and understanding of National Curriculum requirements in relation to specialist area (e.g. additional needs, curriculum area), including planning, preparing and delivering programmes of learning activities to groups and classes.; also detailed understanding of how pupils of relevant age group(s) and ability learn; relevant learning strategies and methods.</p> <p>Knowledge and compliance with policies and procedures relevant to child protection and health and safety.</p> <p>English and Maths GCSE</p> <p>Hold a Learning Support qualification at NVQ Level 3 or above (or equivalent) plus knowledge acquired through training and experience to the level of professional standards specified.</p> <p>First aid Certificate</p>