



## **St Michael's Cof E Junior School**

### **Job Description and Person Specification**

**Job Title:** Teaching Assistant

Responsible to: The Executive Headteacher, Assistant Headteacher, Extended Leadership Team

**Salary:** KR3

**27.5 hours per week (Term time only)**

#### **1. PURPOSE OF JOB**

Support the class teacher and SEND Team in teaching and providing for all children, ensuring they reach the targets set for them and make good academic progress at North Borough Junior School.

#### **2. KEY TASKS**

- Use specialist knowledge or experience to support SEN/ AEN pupils learning in the classroom.
- Use prior knowledge of manipulatives and supportive resources to support children's learning in lessons.
- Be proactive in reading lesson plans/ liaising with teachers prior to lessons and compiling resources to be used in the lessons as directed by the Class Teacher.
- Assist in behaviour management of pupils, following the school's behaviour management policy at all times.
- Support pupils in accessing learning activities as directed by the class teacher, to enable pupils to make good progress.
- Work with the SEN team and Class teacher to deliver intervention programs to support the needs of each individual child.
- Monitor and evaluate pupils' progress with the class teacher and maintain pupil's records with particular regard to pupils with SEN/ AEN.
- Liaise with parents, carers and professional agencies when required.
- Use initiative to develop and implement actions that will promote the integration of pupils with their peers.
- To model play and social interactions with the children during break and lunch times.
- To attend professional meetings as required.

- Be aware of and support differences, ensuring pupils have equality of access to opportunities to learn and develop following SEN Code of Practice, and Equal Opportunities Policy.
- Provide clerical/admin support (e.g. typing, photocopying, displays, collection and recording money etc.) and undertake basic record keeping in respect of pupil learning, behaviour management, child protection as directed, in order to support the teacher to deliver specific learning programmes set for each child.
- Be aware of and comply with policies and procedures relating to child protection, health and safety, security and confidentiality, reporting all concerns to an appropriate person to ensure pupils' wellbeing.
- Contribute to the overall ethos and aims of the school and appreciate and support the role of colleagues and other professionals to enable the school to fulfil its development plans.

### **3. ADDITIONAL INFORMATION**

- All staff are required to participate in training and other learning activities, some of which may be outside normal working hours.
- All staff participate in performance management and development as required by the schools policies and practice.
- The post holder is expected to accept any reasonable alterations in job role that may from time to time be necessary.
- The job holder will be managed by the SEN Team.
- The main focus of the job is to support the class and any individual pupils who have SEN/ AEN. Therefore, the job holder needs to be able to adapt their work to meet the specific needs of the pupils.
- Any other reasonable task as directed by the Assistant Headteacher or SENco.

### **PERSON SPECIFICATION**

- Experience of working with pupils with SEN/ AEN (Desirable)
- Good standard of education GCSE A-C grade in English and mathematics (Essential) and A-Levels (Desirable)
- Desire and drive to ensure all pupils reach their full potential (Essential)
- NVQ Level 2 or higher (Desirable)
- Basic knowledge of first aid (Desirable)
- Desire to train and improve self (Essential)
- Good IT skills (Essential)
- Good team working skills (Essential)
- Ability to be flexible (Essential)
- Excellent communication skills (Essential)
- Proven ability to work independently and use initiative (Essential)
- A positive and proactive approach to life (Essential)
- Resilient in the face of difficult times (Essential)

- Great sense of humour (Essential)