



## Job Description

**JOB TITLE: Teaching Assistant based at West Road Primary Academy for the Brighter Futures Learning Partnership Trust**

**BAND: 5, Scale Points 4-6**

**RESPONSIBLE TO: Headteacher, SENDCO and The Governing Body**

### **Overall Responsibility:**

- To complement the professional work of teachers within the appropriate department by taking responsibility for agreed learning activities under an agreed system of supervision.
- To advance pupils' learning in a range of classroom settings, including working with individuals and small groups.
- To undertake work/care/support programmes to enable access to learning for pupils.

### **Main Duties:**

#### **Support for Pupils**

- Establish productive working relationships with pupils, acting as a role model and setting high expectations.
- Support the implementation of Education Health care plans and SEND Support plans.
- Provide information and advice to enable pupils to make choices about their own learning/behaviour/attendance.
- Promote the inclusion and acceptance of all pupils within the classroom.
- Support pupils consistently whilst recognising and responding to their individual needs.
- Encourage pupils to interact and work cooperatively with others and engage all pupils in activities.
- Promote independence and employ strategies to recognise and reward achievement of self-reliance.
- Use specialist skills/training/experience to support pupils.
- Support the supervision of pupils excluded from, or otherwise not working to, a normal timetable.
- Challenge and motivate pupils, promote and reinforce self-esteem

#### **Support for the Teacher**

- Support appropriate learning environment and resources.

- Within an agreed system of supervision, deliver challenging teaching and learning objectives and adjust lessons/work plans as appropriate.
- Provide objective and accurate feedback and reports as required on student achievement, progress and other matters, ensuring the availability of appropriate evidence.
- Support the recording of progress and achievement in lessons/activities.
- Contribute to the implementation of appropriate behaviour management strategies.
- Work within an established discipline policy to anticipate and manage behaviour constructively, promoting self-control and independence.
- Invigilate exams/tests related to the specialist subject as required.
- Adaptation of lesson resources as required.
- Support the maintenance of purposeful, orderly and productive working environment.
- Promote the health and safety and good behaviour of pupils at all times.
- Support pupils' access to learning using appropriate strategies, resources, etc.
- Work with other staff in planning, evaluating and adjusting learning activities as appropriate.
- Monitor and evaluate pupils' responses and progress against action plans through observation.
- Supporting the role of parents in pupils' learning and contribute to meetings with parents to provide constructive feedback on pupil progress/achievement, etc.
- Support constructive relationships with parents/carers, exchanging information, facilitating their support for their child

#### **Support for the Curriculum**

- Deliver learning activities and national learning strategies to pupils within agreed system of supervision in specialist area and adjusting activities according to pupil responses/needs.
- Select and adapt resources necessary to support learning activities, taking account of pupils' interests and language and cultural backgrounds.
- Determine the need for, prepare and use specialist equipment, plans and resources to support pupils.
- Implement agreed learning activities/teaching programmes, adjusting activities according to pupils' responses/needs.

#### **Other Responsibilities:**

- Be committed to safeguarding and promoting the welfare of children and young people within the school.
- Act in a loyal and professional manner around the school and to contribute to the overall ethos/work/aims.
- Be aware of and comply with policies and procedures relating to child protection, health, safety and security, confidentiality, and data protection, reporting all concerns to an appropriate person.
- Aware of and support difference and ensure equal opportunities for all.
- Contribute to reports, written or verbal, as deemed necessary by the SENDCO.
- Attend and support appropriate meetings/courses and to undertake any training as deemed necessary, in order to keep abreast of development.

- Assist with the supervision of pupils out of lesson times, including before and after school and at break or lunchtime, e.g. clubs, extra-curricular activities.
- Support administrative tasks within the department as directed by the SENDCO/Assistant SENDCO.
- To be a first aider in school.

**Personal Development:**

- Actively pursue own personal and professional development.
- Attend courses that will further the candidate's knowledge in a school-based area with attention to the candidates chosen path.

**These duties and responsibilities should be regarded as neither exhaustive nor exclusive, as the postholder may be required to undertake other reasonably determined duties and responsibilities commensurate with the grading of the post, without changing the general character of the post. Dependant on need, you may be deployed across the Trust**



## Person Specification

**JOB TITLE:** Teaching Assistant (SEN)

**BAND:** 5, scale points 4-6

**RESPONSIBLE TO:** Headteacher, SENDCO and The Governing Body

Experience	Essential	Desirable
<ul style="list-style-type: none"> <li>• Previous experience of working with children</li> <li>• A commitment to promote the school's aims and ethos</li> <li>• A commitment to improve the learning of all children with SEND</li> <li>• Ability to use ICT to support learning and professional duties</li> <li>• Previous experience of working in a school environment</li> <li>• Ability to ensure all paperwork and record keeping meet the required standard</li> </ul>	<ul style="list-style-type: none"> <li>✓</li> <li>✓</li> <li>✓</li> </ul>	<ul style="list-style-type: none"> <li>✓</li> <li>✓</li> </ul>
<p><b>Qualifications</b></p> <ul style="list-style-type: none"> <li>• Willingness and ability to obtain and/or enhance qualifications and training for development in the post</li> <li>• GCSE Maths &amp; English Grade C or equivalent</li> <li>• At least 3 GCSE's</li> <li>• First aid qualification or willingness to undertake training</li> <li>• Specific training or evidence of further training in aspects of working within SEND</li> </ul>	<ul style="list-style-type: none"> <li>✓</li> <li>✓</li> </ul>	<ul style="list-style-type: none"> <li>✓</li> <li>✓</li> <li>✓</li> </ul>
<p><b>Personal qualities</b></p> <ul style="list-style-type: none"> <li>• Take responsibility for own professional development to improve practice and standards within the EYFS</li> <li>• Inspire trust and confidence to support children and their families</li> <li>• Be a good team member, being able to work cooperatively and constructively with all colleagues to provide high quality learning environments and learning opportunities</li> <li>• Be well organised and able to use own initiative creatively</li> <li>• Be committed to equality, diversity and the inclusion of all</li> <li>• Involvement in extracurricular/extended school activities</li> <li>• To be able to communicate clearly both orally and in writing</li> </ul>	<ul style="list-style-type: none"> <li>✓</li> <li>✓</li> <li>✓</li> <li>✓</li> <li>✓</li> <li>✓</li> </ul>	<ul style="list-style-type: none"> <li>✓</li> </ul>

<ul style="list-style-type: none"> <li>• Be reliable with a high degree of integrity</li> <li>• Possess excellent interpersonal skills and be able to form effective working relationships</li> <li>• Be well-organised, enthusiastic, energetic and flexible</li> <li>• Be resilient and demonstrate the ability to work under pressure</li> <li>• Manage time effectively</li> <li>• Value and respect the views of children</li> <li>• Self-motivated and able to take initiative and responsibility</li> <li>• Demonstrate a willingness to learn with and from colleagues</li> <li>• Adhere to the School's Code of Conduct</li> </ul>	<ul style="list-style-type: none"> <li>✓</li> <li>✓</li> <li>✓</li> <li>✓</li> <li>✓</li> <li>✓</li> <li>✓</li> <li>✓</li> </ul>	
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