



Job Description & Person Specification

Job Title:	Teaching Assistant (for students with Special Educational Needs) based at West Road Primary Academy
Band:	5 (Points 4-6)
Responsible to:	SENDCO or SENDSO as line manager

Post Description:

- 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 and Responsibilities:

General 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

Specific Responsibilities

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

Essential and Desirable Requirements

Experience:

Essential

- Previous experience of working with children

Desirable

- Experience of ICT to support learning.
- Previous experience of working a school environment
- Previous experience with children with special needs

Qualifications:

Essential

- Numerate GCSE (A-C, including maths and English) or equivalent
- Literate GCSE (A-C, including maths and English) or equivalent
- Willingness and ability to obtain and/or enhance qualification and training for development in the post as and when appropriate

Desirable

- First aid certificate
- At least 3 GCSE's

Evidence

- Application Form
- Certificates

Knowledge/Skills:

Essential

- Excellent written and verbal communication skills
- Issues relating to the safeguarding and welfare of children.
- Excellent communication and listening skills
- Confidence in working with standard computer packages (word processing, email and spreadsheets) and supporting students in the use of ICT
- Ability to prioritise and manage own workload to meet appropriate deadlines
- Efficient and effective organisational skills
- Ability to relate to children in a pleasant and sympathetic manner and to recognise potential child safeguarding issues
- Understanding of child safeguarding procedures.

Desirable

- Current educational issues and barriers to learning
- Basic understanding of how to teach literacy and numeracy
- Knowledge of general school policies and procedures

Evidence

- Application Form
- Interview
- References

Personal Qualities:

Essential

- Excellent interpersonal skills
- An ability to establish positive relationships with pupils and parents
- Commitment to teamwork and establishing positive professional relationships
- Efficient and effective organisational skills
- Sound judgement, tolerance, and respect of others
- Confident and enthusiastic
- Reliable
- Used to working on own initiative
- Flexible and adaptable

Evidence

- Letter
- Interview
- References

This document sets out the key elements of the post. Consultation about this job description/person specification may be initiated by the Headteacher or his/her nominated representative or by the post holder. Changes will only be made after such consultation has taken place.

Any other duties as reasonably required by your Curriculum Leader or member of the Senior Management Team

West Road Primary Academy is committed to safeguarding and promoting the welfare of children. Applicants must be willing to undergo child protection screening appropriate to the post including checks with the Disclosure and Baring Service. West Road Primary Academy is an equal opportunities employer.