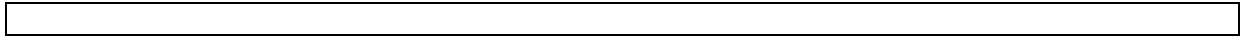


## JOB DESCRIPTION/ROLE REQUIREMENTS

Title: Teaching Assistant (INSERT START DATE) Qualified/Unqualified information	Pay Scale:
Reports to: SENCO	Supervises: N/A
<p>Objective of Role:          To support the education and welfare of pupils as directed by class teachers, having due regard to the school's aims, objectives, schemes of work and policies, and relevant national requirements. To share in the corporate responsibility for the well-being and discipline of all pupils.</p> <p>Core Purpose:          To provide specialist teaching support in one of the following areas:          SEN (working one-to-one with a child with SEN)          Reading          Writing          Reading KS1          Reading KS2</p>	
Responsibilities and Tasks:	
<p>(LIST KEY RESPONSIBILITIES AND TASKS)</p> <ul style="list-style-type: none"> <li>• To take every opportunity to develop pupils' language, reading, numeracy and related skills as directed by class teachers.</li> <li>• To assist in monitoring and recording the progress of individual pupils in accordance with school procedures, and reporting to class teachers.</li> <li>• To give oral and written feedback to pupils on their attainment in order to promote further progress.</li> <li>• To work with teachers to identify and respond appropriately to pupils' individual needs, assisting pupils in areas of specific difficulty.</li> <li>• To assist the teacher in setting appropriate learning and behaviour expectations of pupils and supporting pupils appropriately to achieve these.</li> <li>• To help promote and reinforce pupils' self-esteem, encouraging inclusion of pupils with special educational needs.</li> <li>• To help create and maintain a purposeful, orderly and supportive environment for pupils' learning, ensuring that pupils are able to use equipment and materials provided.</li> <li>• In the presence of the teacher, present agreed learning tasks in a clear and stimulating manner to help maintain pupils' interest and motivation; to work with pupils individually and collectively by contributing to decisions about the most appropriate learning goals and strategies.</li> <li>• Outside the classroom, to work with groups of pupils. The number of pupils included will reflect the nature of the task,</li> </ul>	<ul style="list-style-type: none"> <li>• Under the direction of appropriate professionals and after adequate training, to assist in meeting particular pupil's needs e.g. physical development, speech/language development, and medical needs identified in an approved care plan agreed by parents. The scope of these duties are that which would generally be carried out by a parent. This excludes the medical procedures spelt out in <i>SEN TASKS</i>.</li> <li>• After adequate training, to carry out welfare duties in relation to the physical and care needs of the pupils, including dressing, feeding and toileting if appropriate, whilst encouraging independence wherever possible. This excludes the medical procedures spelt out in <i>SEN TASKS</i> of this job description.</li> <li>• To produce and maintain classroom resources, displays and classroom layout in consultation with the teacher.</li> <li>• To help train pupils in the individual and collaborative study skills necessary for learning.</li> <li>• To work alongside other adults, including teachers, trainee teachers, and other support staff.</li> <li>• To supervise pupils during breaks and/or lunchtimes if required.</li> <li>• To maintain confidentiality at all times with regard to both supported pupils and the wider school.</li> <li>• To take part in in-service training, relevant performance management arrangements and other meetings, as directed in normal contracted working hours; to be conversant with school</li> </ul>

<p>the pupils concerned, the location involved and the length of time to be supervised. At all times a named teacher will have ultimate responsibility and be available to be called to give support and take appropriate decisions</p> <ul style="list-style-type: none"> <li>• To provide information that supports the preparation and review of Individual Education Plans and to action appropriate tasks from IEPs.</li> <li>• To use a range of supporting techniques, including computers and other resources, and consider in consultation with the teacher when and how to deploy them.</li> </ul>	<p>policies and procedures.</p> <ul style="list-style-type: none"> <li>• Carry out routine clerical tasks e.g. collecting trip money, distributing letters and producing class lists.</li> <li>• Other appropriate duties relevant to the purpose of the post and within the grading and competency of the post holder, as reasonably required by the teacher/head teacher.</li> <li>• <i>To undertake the SEN tasks of tube feeding, urinary catheterisation, suction and postural drainage, nebulised medication, rectal medication and replacement of tracheostomy tubes based on pupil need.</i></li> </ul>
<p><b><u>Essential Criteria:</u></b> QUALIFICATIONS</p> <ul style="list-style-type: none"> <li>• English - Minimum grade C GCSE</li> <li>• Maths - Minimum grade C GCSE</li> </ul> <p><i>(Competency in English and Maths will be tested at 2<sup>nd</sup> stage of the selection process)</i></p> <p>EXPERIENCE</p> <ul style="list-style-type: none"> <li>• Working in a primary school or working with children involving parental engagement</li> <li>• Using a range of approaches to engage learners with particular focus on bilingual English learners and pupils with special educational needs</li> <li>• Overcoming barriers to pupil learning</li> <li>• Working in a team environment to achieve success</li> <li>• Using IT (Microsoft packages/web)</li> <li>• Experience of working with children with Special Educational Needs on a one-to-one basis</li> <li>• <b><u>OR</u></b></li> <li>• Experience of supporting the delivery of Maths as part of the school curriculum</li> <li>• <b><u>OR</u></b></li> <li>• Experience of supporting the delivery of Reading for Key Stage 1 as part of the school curriculum</li> <li>• <b><u>OR</u></b></li> <li>• Experience of supporting the delivery of Reading for Key Stage 2 as part of the school curriculum</li> <li>• <b><u>OR</u></b></li> <li>• Experience of supporting the delivery of Writing as part of the school curriculum</li> </ul> <p>KNOWLEDGE</p> <ul style="list-style-type: none"> <li>• Exposure and awareness of equal opportunities policies and practices - <i>The Council has a strong commitment to achieving equality of opportunity in both services to the community and the employment of people and expects all employees to understand and promote its policies in their work.</i></li> </ul>	
<p><b><u>Desirable Criteria:</u></b> QUALIFICATIONS</p> <ul style="list-style-type: none"> <li>• Degree</li> <li>• Qualifications related to SEN Pupils</li> </ul> <p>EXPERIENCE</p> <ul style="list-style-type: none"> <li>• Promoting community involvement</li> <li>• Promoting the spiritual, moral, social and cultural development of individuals from a multicultural community</li> </ul>	



**Personal Qualities:**

- Supportive
- Creative
- Empathic

*(To be assessed at 2<sup>nd</sup> stage of the selection process)*

Applicants will be assessed against the ESSENTIAL and the DESIRABLE CRITERIA. If you wish to apply for this position, please ensure your application **clearly outlines** how you fulfil the essential criteria and the desirable criteria.

We will only be contacting candidates that we would like to progress to the 2<sup>nd</sup> stage of the selection process. If you have not been contacted by (DATE) please assume that on this occasion that we have identified candidates that match our requirements more closely.

2<sup>nd</sup> Stage Interviews will take place on (DATE).