**JOB DESCRIPTION**

**Post Objective/s:**

* To provide support to teaching staff throughout the school, in an appropriate learning environment.
* Assisting with the integration of pupils with special educational needs.
* To support the learning and development of a child, to enable them to access the curriculum, make progress and develop independence.
* Supporting children within a small group or on an individual basis within the classroom or on a withdrawal basis.
* Implement the individual targets and programmes as advised by other specialist agencies.
* To be an integral part of the school, working in close partnership with all staff

**MAIN DUTIES AND RESPONSIBILITIES**

**Support for Pupils:**

* Supervise and provide particular support for pupils, including those with special needs, ensuring their safety and access to learning activities
* Assist with the development and implementation of individual targets and personal care programmes
* Establish constructive relationships with pupils and interact with them according to individual needs
* Promote the inclusion and acceptance of all pupils
* Encourage pupils to interact with others and engage in activities led by the teacher
* Set challenging and demanding expectations and promote self-esteem and independence
* Support the child through self-care, carrying out behaviour support and speech and language programmes.
* Liaise with other agencies as required.
* Provide feedback to pupils in relation to progress and achievement under guidance of the teacher.

**Support for Teachers:**

* Create and maintain a purposeful, orderly and supportive environment, in accordance with lesson plans and assist with the display of pupils’ work.
* Use strategies, in liaison with the teacher, to support pupils to achieve learning goals.
* Assist with the planning of learning activities.
* Monitor pupils’ responses to learning activities and accurately record achievement/progress as directed
* Provide detailed and regular feedback to teachers on pupils’ achievement, progress, problems etc.
* Promote good pupil behaviour, dealing promptly with conflict and incidents in line with established policy and encourage pupils to take responsibility for their own behaviour.
* Establish constructive relationships with parents/carers.
* Provide clerical/admin. support e.g. photocopying, typing, filing, money, administer coursework etc.

**Support for the Curriculum:**

* Undertake structured and agreed learning activities/teaching programmes, adjusting activities according to pupil responses.
* Undertake programmes linked to local and national learning strategies e.g. literacy, numeracy, early years recording achievement and progress and feeding back to the teacher.
* Support the use of ICT in learning activities and develop pupils’ competence and independence in its use.
* Prepare, maintain and use equipment/resources required to meet the lesson plans/ relevant learning activity and assist pupils in their use.

**Support for the School:**

* 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
* Be aware of and support difference and ensure all pupils have equal access to opportunities to learn and develop
* Contribute to the overall ethos/work/aims of the school
* Appreciate and support the role of other professionals
* Attend and participate in relevant meetings as required
* Participate in training and other learning activities and performance development as required
* Assist with the supervision of pupils at lunchtimes
* Accompany teaching staff and pupils on visits, trips and out of school activities as required and take responsibility for a group under the supervision of the teacher
* **Person Specification – Teaching Assistant TA2**
* The successful candidate must be able to demonstrate that they meet all the following points.
* Method of Assessment

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| **1. Employment Experience** |  |
| 1.1 Experience of working with or caring for children at primary age | A/I |
| 1.2 Experience of working with children who have ASD (desirable) | A/I |
| **2. Educational** **Background/Training** |  |
| 2.1 Examples of recommended qualifications, knowledge and training requirements | A/I |
| 2.2 To be qualified to NVQ level 2 or working towards NVQ3; (desirable) | A |
| 2.3 First Aid Trained (desirable) | A |
| **3. Knowledge** |  |
| 3.1 Knowledge lower Key Stage Two curriculum; | A/I |
| 3.2 Sound knowledge of the causes and patterns of poor behaviour and strategies to address these; | A/I/O |
| 3.3 Effective use of ICT to support learning; | A/I |
| 3.4 General understanding of national curriculum and other basic learning programmes/strategies | A/I |
| 3.5 Basic understanding of child development and learning; | A/I/O |
| 3.6 Be able to support pupils with Special Educational Needs | A/I |
| **4. Skills** |  |
| 4.1 To be able to work as part of a team and to have good interpersonal relationships; | A/I/O |
| 4.2 Ability to self-evaluate learning needs and actively seek learning opportunities | A/I |
| 4.3 Teach new concepts as agreed with the class teacher; | A/I |
| 4.4 Provide strategies for spelling, reading, number skills; | A/I |
| **5. Personal** |  |
| 5.1 Calmness | A/I/O |
| 5.2 Confidentiality | A/I |
| 5.3 Empathy | A/I/O |
| 5.4 Enthusiasm | A/I/O |
| 5.5 Flexibility | A/I |
| 5.6 Show initiative | A/I/O |

* **Key - Method of Assessment**
* **A = Application Form**
* **I = Interview**
* **O= Observation**