HART PLAIN JUNIOR SCHOOL

JOB DESCRIPTION: TEACHING ASSISTANT

Post Holder:	Various
Responsible to:	SENDCo
Responsible for:	To provide class-based support To provide help and support to children who have been identified as having special educational needs so that they may benefit from the experiences available to all pupils.
Conditions of Service:	As specified in your current contract of employment

Duties and Responsibilities

SUPPORTING THE CHILDREN

- Develop an understanding of the specific needs of the children.
- Take into account any special needs involved to aid the children to learn as effectively as possible both in group situations and individually by:
  - Clarifying and explaining instructions
  - Ensuring pupils are able to use equipment
  - Motivating and encouraging as required
  - Assisting in areas of development, e.g. language, behaviour, reading, spelling, handwriting/presentation, number
  - Helping pupils to concentrate on and finish work; thus encouraging pupils towards independence
  - Meeting physical needs as required, whilst encouraging independence
  - Liaising with the class teacher
  - Contributing towards the planning and delivery of complementary learning activities
- To establish a supportive relationship with the children
- To encourage acceptance and integration of any child with special needs
- To develop ways of promoting/reinforcing children's self-esteem
- To deliver appropriate special needs programmes

SUPPORTING THE TEACHER

- Complete paperwork when supporting children as required.
- Take small groups of children for specific intervention activities as required.
- Work 1:1 with a child as required to support their individual needs.
- See where help is needed, show initiative and act, sometimes without precise direction
- Be able to use a variety of resources with confidence
- To take part in the evaluation of activities
- To provide regular feedback about the children to the teacher
- To prepare activities, e.g. setting out equipment or materials
- To assist the class teacher in the mounting and display of children's work
- To assist in the smooth running of the classroom

SUPPORTING THE SCHOOL

- Where appropriate develop and foster links between home and school
- To liaise, advise and consult with other teaching and support staff when asked to do so

- To be aware of the school's procedures
- To assist the class teacher on school outings
- To be flexible and adaptable
- To attend meetings of the support team
- To assist with supervision of children at playtimes and lunchtimes
- Be prepared to develop your own skills and abilities through appropriate INSET

OTHER

- Model positive behaviour management and use the empowerment approach
- To support the development of behaviour for learning, including the implementation of the school's pro-social and pro-learning policy.
- To use assessment information effectively to assist in the planning and delivery of appropriate interventions and next steps for children, adjusting provision accordingly.
- To comply with, support and promote all school policies and procedures, particularly those relating to child protection, safeguarding, equal opportunities, racial equality, health, safety and security, confidentiality, behaviour and data protection.
- To promote the positive ethos and culture of the school to other staff, governors, parents, children and members of the wider community.

SUPERVISORY/COVER EXPECTATIONS

- Experienced teaching assistants who are employed at Grade C can normally undertake whole class activity when:
  whole class activities remain under the overall supervision and direction of a qualified teacher (although they do not have to be physically present in the classroom at the time).
  Or
  an urgent issue arises or unforeseen absence where appropriate cover has not been secured, provided the Headteacher has confidence in the skills, knowledge, and experience of the individual staff member.
- Any Level of supervision is a matter for the Headteacher, taking into account all the circumstances involved.
- Where support staff are undertaking a lead role with a whole class, schools should consider whether additional classroom support staff should be present to support the teaching assistant concerned.

The post holder may be expected to carry out duties other than those given in the job description where the level of responsibility is similar and he/she has appropriate qualifications or receives appropriate training to carry out these duties.

This job description does not form part of the contract of employment, or any part of it. It has been prepared only for the purpose of school organisation and describes the way in which the member of staff is expected and required to perform and complete the particular duties as set out above.

In addition, the post is subject to compliance with;
School policies, guidelines and procedures.
Hampshire County Council school adopted policies and procedures.
National Professional Standards for Teachers
The obligation and responsibility to protect, safeguard and promote the welfare of the children and young people as detailed in Working Together to Safeguard Children 2018, the current version of Keeping Children Safe in Education, and the school's child protection and safeguarding policies.