



## Job Description

<b>Authority: West Berkshire Council</b>	<b>Department/Division: Education</b>
<b>Post Reference No:</b>	<b>Location: Purley Primary School</b>
<b>Job Title: Teaching Assistant</b>	<b>Grade/Salary Range: Grade B Fixed Term: Sept 19 to Jul 20 £3619 per annum and term time only</b>
<b>Hours:</b>	<b>9 hours – Mon, Tue &amp; Thu mornings</b>
<b>Start date:</b>	<b>September 2019</b>

### JOB PURPOSE

To assist in the support and inclusion of pupils with special educational needs within the school

### MAIN DUTIES AND RESPONSIBILITIES

#### SUPPORTING THE PUPIL

Working within schools policies and procedures to:

- Develop a knowledge of a range of learning support needs relevant to the school
- Develop an understanding of the specific needs of pupils to be supported
- Aid the pupil/s to learn as effectively as possible both in group situations and individually, inside and outside the classroom such as:
  1. Clarifying and explaining instructions
  2. Ensuring the pupil is able to use necessary equipment
  3. Motivating and encouraging the pupil/s
  4. Assisting in areas of specific weakness, such as speech and language or writing tasks
  5. Helping pupil/s to concentrate on and finish work set
  6. Attending to pupil's personal and health needs
  7. Developing appropriate resources to support the pupil/s
  8. Assisting in the management of pupils' social interactions and behaviour
- Establish a supportive relationship with the pupil/s concerned
- Establish acceptance and inclusion of the pupil/s in the classroom
- Manage pupil/s as advised by the SENCo and class teacher
- Use methods of promoting / reinforcing the pupils' self esteem
- Ensure the safety of the pupil/s whilst in your care
- Carry out any specific duties as outlined in the pupil/s Support Attainment Plan (SAP)

#### SUPPORTING THE SENCO AND CLASS TEACHER

- Assist SENCo to develop a suitable programme of support and then carry out the programme, within the classroom or in a withdrawal situation
- Maintain the SEN team's system of recording and monitoring of pupil's progress
- Provide feedback about pupils' difficulties and / or progress to the SENCo and class teacher
- Write reports about the pupil/s' progress as requested by the SENCo
- Participate in the evaluation of the support programme, with the SENCo and class teacher

- Help adapt / find differentiated materials to enable pupil/s to access the class curriculum
- Report any problems about arrangements or any incidents to the SENCo, or if unavailable, to the Class Teacher.

### **SUPPORTING THE SCHOOL**

- Where appropriate, to foster links between home and school
- Liaise, advise and consult with other members of the SEN team
- Contribute to Annual Review meetings, as appropriate
- Participate in relevant professional development
- Be aware of / follow school policies and procedures
- Maintain confidentiality about home-school / pupil-teacher / school work matters.

### **ADDITIONAL**

Undertake any other duties that reasonably fall within the position of the post, and which the Headteacher may allocate.

### **SCOPE OF JOB (Budgetary/Resource control, impact)**

**No supervisory responsibilities**

**No responsibility for the budget**

## PERSON SPECIFICATION

KEY CRITERIA	ESSENTIAL	DESIRABLE
<p><b>Qualifications and training</b></p>	<p>Good literacy and numeracy skills</p> <p>GCSE in Maths and English</p> <p>Able to use IT to support learning i.e photocopier, computer, digital camera, SMART board.</p>	<p>Teaching Assistant qualification e.g. SWis, CLANSA, NVQ</p> <p>Qualified First Aider</p>
<p><b>Competence Summary</b> (knowledge, abilities, skills, experience)</p>	<p>Able to communicate effectively with children, parents and staff</p> <p>Awareness of child protection issues</p> <p>Previous experience as a Learning Support Assistant or Teaching Assistant</p>	<p>Experienced in the policies, systems and procedures of a school</p> <p>Demonstrates knowledge of the key factors that can affect the way pupils learn</p> <p>Experience of supporting the teacher in the assessment and monitoring of children</p>
<p><b>Work related Personal requirements</b></p>	<p>Patient, resilient and caring</p> <p>Flexible approach to tasks</p> <p>Firm, sensitive and effective approach towards pupil discipline</p> <p>Professionally discrete and able to respect confidentiality</p> <p>Ability to work independently and as part of a team</p> <p>Willing to attend evening meetings as required.</p> <p>Commitment to equal opportunity for all regardless of gender, disability, religion or ethnic origin</p>	<p>Confident and able to use own initiative</p> <p>Willing to research for information to develop self and support daily practices</p>