



SCHOOL: BLUEBELL PRIMARY SCHOOL

TITLE: Teaching Assistant

GRADE: Scale D

HOURS: 32.5 hours per week

POSTHOLDER:

PURPOSE AND SCOPE

To work under the guidance of a qualified teacher to provide support in addressing the needs of pupils who need particular help to overcome barriers to learning.

ORGANISATIONAL RELATIONSHIPS

- Responsible to the Headteacher but works to and with a qualified teacher on a day to day basis.
- Liaise with teachers, other support staff, health and education specialists, parents, visitors and volunteers and appreciate/support their roles.
- Should have regard to the standards, regulations and policies published by the DfES and the Broad Horizons Education Trust in carrying out their responsibilities.

PRINCIPAL ACCOUNTABILITIES or ACTIVITIES

Support for pupils

- Provide support for pupils to access their learning, providing feedback on progress and attainment.
- Participate in comprehensive assessment of pupils and assist the teacher with the development and implementation of SEN provision (education, behaviour, support or mentoring)
- Develop professional relationships with children, getting to know their unique needs and triggers.
- Provide social and emotional support through discussions and interventions.
- Attend pupils' personal needs.
- Mentor and support pupils demonstrating challenging behaviour choices.

- Provide information and advice to enable pupils to make choices about their own learning/behaviour/attendance and as an appropriate challenge, motivate and promote self-esteem.
- Under agreed school procedures, give first aid/medicine or assist with programmes of special care such as physiotherapy, or speech therapy, under the direction of the appropriate specialist.
- Promote inclusion and acceptance of pupils while encouraging constructive relationships within the classroom and with parents

Support for Teachers

- Assist with the planning of learning activities, lead groups, interventions and support children in the classroom.
- Support pupils' access to learning using appropriate strategies and resources and work with other staff in planning and adjusting learning activities as appropriate.
- 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.
- Monitor and evaluate pupils' responses and progress against action plans through observation and reward.
- Monitor pupils' responses to learning activities and accurately record achievement/progress as directed and provide detailed and regular feedback to teachers on pupils' achievement, progress, problems, etc.
- Provide feedback and reports to other staff on pupils' achievement, progress and other matters ensuring the availability of appropriate evidence. Be responsible for keeping and updating records and contributing to reviews of systems/records as requested.
- Promote good pupil behaviour, dealing promptly with conflict and incidents in line with established policy and encourage pupils to take responsibility for their behaviour.
- Deal constructively with parents / carers by exchanging information, facilitating their support for their child's attendance, access and learning and supporting home to school and community links.

Support for the Curriculum

- Implement agreed learning activities and teaching programmes, adjusting as necessary according to pupils' needs.
- Prepare, maintain and use equipment/resources required to meet the lesson plans/relevant learning activity and assist pupils in their use, including supporting the use of ICT.
- Determine the need for, prepare and use specialist equipment, plans and resources to support pupils.

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.
- Establish constructive relationships and communicate with other agencies / professionals in liaison with the teacher, to support achievement and progress of pupils
- Be aware of and support difference and ensure all pupils have equal access to opportunities to learn and develop.
- Attend and participate in relevant meetings as required and participate in training and other learning activities and performance development as required.
- Recognise own strengths and areas of expertise and use these to advise and support others.
- Supervise pupils on visits, trips and out of school activities as required.
- To undertake other activities within the grade and scope of the post as directed by the Head Teacher.

2. PERSONNEL SPECIFICATION

	Essential	Desirable
Experience of:	Working with primary age pupils. Working with pupils with learning needs	Experience of KS1 or EYFS.
Qualifications/ Training	Good English/Maths skills	NVQ 3 or equivalent in teaching assistant or equivalent First Aid training/training in specific medical procedures Trained in Norfolk Steps
Knowledge/Skills	Working knowledge of the National Curriculum Strategies for engaging pupils in their learning. Ability to relate well to children and adults Work constructively as part of a team, understanding classroom roles and responsibilities and your own position within these.	Knowledge of Read Write Inc Safeguarding knowledge Understanding of principles of child development and learning processes and in particular, barriers to learning.