



Teaching Assistant (Cognition & Learning)

Job description

Main Purpose

The role of Teaching Assistant is detailed below and describes in general terms the normal duties which the post-holder will be expected to undertake. However, the job or duties described may vary or be amended from time to time without changing the level of responsibility associated with the post.

Duties and responsibilities

Supporting the pupil

- Build a positive relationship with pupils, promoting high self-esteem, independence and social inclusion
- Promote high standards of behaviour, responding to incidents in line with the school's behaviour policy and guidelines on physical intervention
- Assist with the development and delivery of individual education, support and care plans
- Support the pupil with their social, emotional and mental health needs, escalating concerns where appropriate
- Maintain awareness of the SEN of individual pupils within a class and tailor the support required appropriately
- Act as an allocated keyworker to an agreed number of children with EHCPs (to be advocate, monitor provision, ensure pupil voice, prepare annual review paperwork, review targets and progress)

Teaching and learning

- Assist in the educational and social development of pupils under the direction and guidance of the Head teacher, SENCO, class teachers and lead HLTA.
- Assist in the implementation of support plans for students and help monitor their progress.
- Provide support for individual students inside and outside the classroom in maths, literacy and other core subjects, to enable them to fully participate in activities.
- Use ICT skills to advance the pupil's learning.
- Through observations, provide regular feedback to teachers on the pupil's progress, attainment and barriers to learning
- Monitor, record and report on progress and attainment
- Read and understand lesson plans shared prior to lessons, if available

- Support students with emotional or behavioural problems and help develop their social skills.
- Use effective behaviour management strategies consistently in line with the school's policy and procedures
- Refer pupils to, organise and attend cognition and learning advice clinics
- Plan, resource and run relevant interventions relating to all areas of maths and literacy
- Organise and manage teaching space and resources (particularly in maths and literacy) to help maintain a stimulating and safe learning environment

Administrative duties

- Prepare and present displays of students' work as required.
- Support class teachers in photocopying and other tasks in order to support teaching.
- Organise and manage teaching space and maths and literacy resources to help maintain a stimulating and safe learning environment
- Undertake other duties from time to time as the head teacher requires.

Working with staff, parents/carers and relevant professionals

- Share knowledge and understanding of the pupil with other school staff and education, health and social care professionals, so that informed decision making can take place on intervention and provision
- Communicate effectively with other staff members, pupils, and parents and carers
- Keep other professionals accurately informed about performance, progress and any areas of concern
- Work collaboratively with classroom teachers and other colleagues, including specialist advisory teachers
- Collaborate and work with colleagues and other relevant professionals within and beyond the school
- Develop effective professional relationships with colleagues

Other areas of responsibility

Safeguarding

- Work in line with statutory safeguarding guidance (e.g. Keeping Children Safe in Education, Prevent) and our safeguarding and child protection policies
- Promote the safeguarding of all pupils in the school

Person specification

Criteria	Qualities
Qualifications and training	<ul style="list-style-type: none"> ● GCSE or equivalent level, including at least a Grade 4 (previously Grade C) in English and maths
Experience	<ul style="list-style-type: none"> ● Experience working in a school environment or other educational setting ● Experience working with children / young people with special educational needs (SEN) ● Experience planning and delivering learning activities
Skills and knowledge	<ul style="list-style-type: none"> ● Good literacy and numeracy skills ● Good organisational skills ● Ability to build effective working relationships with pupils and adults ● Skills and expertise in understanding the needs of all pupils ● Knowledge of how to help adapt and deliver support to meet individual needs ● Subject and curriculum knowledge relevant to the role, and ability to apply this effectively in supporting teachers and pupils ● Excellent verbal communication skills ● Ability to work as part of a team and to be flexible in their approach to daily routines ● Active listening skills ● The ability to remain calm in stressful situations ● Knowledge of guidance and requirements around safeguarding children ● Good ICT skills, particularly in using ICT to support learning
Personal qualities	<ul style="list-style-type: none"> ● Enjoyment of working with children ● Sensitivity and understanding, to help build good relationships with pupils ● A commitment to getting the best outcomes for all pupils and promoting the ethos and values of the school ● Commitment to maintaining confidentiality at all times ● Commitment to safeguarding pupil wellbeing and equality ● Resilient, positive, forward looking and enthusiastic about making a difference ● Capacity to inspire, motivate and challenge children and young people