



Job Description- Grade 4 Teaching Assistant (Additional Needs Support)

Statement of Purpose

To work, under guidance, to provide support in addressing the needs of pupils who need particular help to overcome barriers to learning. Assist the teachers in the following:

Support to Pupils

- ✚ Provide pastoral support to pupils within the school environment.
- ✚ Receive and supervise pupils excluded from, or otherwise not working to, a normal timetable.
- ✚ Attend to pupils' personal needs and provide advice to assist in their social, health and hygiene development.
- ✚ Participate in the comprehensive assessment of pupils to determine those in need of particular help.
- ✚ Support provision for pupils with additional needs.
- ✚ Develop 1:1 mentoring arrangements with pupils and provide support for distressed pupils.
- ✚ Provide feedback to pupils and teachers in relation to progress, achievement, behaviour, attendance etc.
- ✚ Assist children in matters of personal needs and their general health including first aid and welfare matters (where appropriately trained)
- ✚ To contribute to raising standards by ensuring high expectations are promoted for pupils.
- ✚ Involvement in the implementation of Individual Education/Behaviour/Support/Mentoring plans.
- ✚ Provide general support to pupils, ensuring their safety, by complying with good H&S practice.
- ✚ Accompany teaching staff and pupils on visits, trips and out of school activities as required.
- ✚ Encourage pupils to interact with others and engage in activities led by the teacher.

Support to Teacher (this list is not exhaustive and should reflect the ethos of the school)

- ✚ Provide structured support in accordance with specific work programmes designed and supervised by individual teachers.
- ✚ Support pupils' access to learning using appropriate strategies, resources etc.
- ✚ Support the teacher in the implementation of Individual Education/Behaviour Plans.
- ✚ Work with other staff in adjusting learning activities as appropriate.
- ✚ Assist the teacher in monitoring pupils' responses to learning activities and accurately record achievement/progress as directed.
- ✚ Be responsible for keeping and updating records as agreed with other staff, contributing to reviews of systems/records as requested.
- ✚ Assist in the implementation of appropriate behaviour management strategies.
- ✚ Establish constructive relationships with parents/carers, exchanging information, facilitating their support for their child's attendance, access and learning and supporting home to school and community links.
- ✚ Assist the teacher in the implementation and monitoring of systems relating to attendance and integration.

- ✚ Clerical/admin support relating to classroom activity e.g. dealing with correspondence, compilation/analysis/reporting on attendance, exclusions etc, and making phone calls etc.
- ✚ Co-ordinate and organise pupils attending extra-curricular activities/work experience or other out of school activities under guidance of teacher.

Support to Curriculum

- ✚ To provide support in literacy/numeracy/SEN strategies.
- ✚ Implement agreed learning activities/teaching programmes, under direction of teacher.
- ✚ To be aware of and appreciate a range of activities, courses, organisations and individuals to provide support for pupils.

Support to School (this list is not exhaustive and should reflect the ethos of the school)

- ✚ Promote and safeguard the welfare of children and young persons you are responsible for or come into contact with.
- ✚ 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.
- ✚ Liaise effectively with teachers/parents/guardians, welfare officers, health visitors and other professional staff as part of the routine consultative process.
- ✚ Contribute to the overall ethos/work/aims of the school.
- ✚ Attend relevant meetings as required.
- ✚ Participate in training and other learning activities and performance development as required (see footnote 1).
- ✚ Assist with the supervision of pupils out of lesson times, including before and after school and at lunchtimes.
- ✚ Recognise own strengths and areas of expertise and use these to advice and support others.

Note 1:

The content of this job description will be reviewed with the post holder on an annual basis in line with the School's performance and development review policy. Any significant change in level of accountability that could result in a change to the grade must be discussed with the post holder and the relevant trade union before submitting for re-evaluation.

Responsible to:

The Head Teacher

Amendment of Job Description

The particular duties/responsibilities listed may be reviewed from time to time at the request of the Head Teacher or post holder as circumstances make necessary.

Commitment to Safeguarding

Hempstalls Primary School is fully committed to safeguarding and promoting the welfare of students and expect all staff to share this commitment. This post is exempt from the Rehabilitation of Offenders Act 1974 and subject to certain vetting checks, including an Enhanced Disclosure and Barring Service check. It is an offence to apply for this role if the applicant is barred from engaging in regulated activity relevant to children.