

Benson C of E Primary School

Job Description

Post: Teaching Assistant

Salary: Grade 4

To work under the instruction/guidance of teaching/senior staff to undertake work/care/support programmes, to enable access to learning for pupils and to assist the teacher in the management of pupils and the classroom. Work may be carried out in the classroom or outside the main teaching area. This role will involve working as a 1:1 TA supporting SEND pupils, with occasional general classroom support or leading interventions. The role also includes a daily lunch duty.

SUPPORT FOR PUPILS

- Supervise and provide support for pupils, including those with special needs, ensuring their safety and access to learning activities
- Assist with the development and implementation of Individual Education/Behaviour Plans and Personal Care programmes
- Establish constructive relationships with pupils and interact with them according to individual needs
- Promote the inclusion and acceptance of all pupils
- Encourage pupils to interact with others and engage in activities led by the teacher
- Set high expectations and promote self-esteem and independence
- Provide feedback to pupils in relation to progress and achievement under guidance of the teacher

SUPPORT FOR TEACHERS

- Use strategies, in liaison with the teacher, to support pupils to achieve learning goals
- Assist with the planning of learning activities
- Monitor pupils' responses to learning activities and accurately record achievement/progress as directed
- Provide detailed and regular feedback to teachers on pupils achievement, progress, problems etc.
- Promote good pupil behaviour, dealing promptly with conflict and incidents in line with established policy and encourage pupils to take responsibility for their own behaviour
- Establish constructive relationships with parents/carers
- Administer routine tests

SUPPORT FOR THE CURRICULUM

- Undertake structured and agreed learning activities/teaching programmes, adjusting activities according to pupil responses
- Support children to achieve against their personal learning objectives (particularly when supporting a child with an EHCP)
- Lead on interventions as required, including conducting pre and post assessments
- Prepare, maintain and use equipment/resources required to meet the lesson plans/relevant learning activity and assist pupils in their use

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
- Be aware of and support difference and ensure all pupils have equal access to opportunities to learn and develop
- Contribute to the overall ethos/work/aims of the school
- Appreciate and support the role of other professionals
- Attend and participate in relevant meetings as required
- Participate in training and other learning activities and performance development as required
- Assist with the supervision of pupils out of lesson times, including at lunchtime
- Accompany teaching staff and pupils on visits, trips and out of school activities as required and take responsibility for a group under the supervision of the teacher

HEALTH AND SAFETY

- Have regard, knowledge and understanding of own Health and Safety and the operation of the policies on Health and Safety within the school setting in order to safeguard all stakeholders

SAFEGUARDING

- Provide an up to date enhanced DBS check and documents supporting identification and qualifications
- Adhere to the School's Child Protection Policy and associated guidance.

Person Specification

Key Criteria	Essential	Desirable
Qualifications and Training	Confident in literacy and numeracy skills	First aid Generalist safeguarding Understanding of relevant polices/codes of practice and awareness of relevant legislation
Competence Summary (knowledge, abilities, skills, experience)	Able to communicate effectively with children, parents and other staff Able to motivate and encourage pupils Awareness of child protection and bullying issues Awareness of and willing to promote the school's social inclusion policies and practices	Experience of working with children with special needs
Work-related Personal Requirements	Actively enjoys working with children and has empathy with pupils and is sympathetic to their	

	<p>needs</p> <p>Professionally discreet and able to respect confidentiality</p> <p>Flexible approach to tasks</p> <p>Firm, sensitive and effective approach towards behaviour</p> <p>Ability to self-evaluate learning needs and actively seek learning opportunities</p> <p>Willing to work as part of a team</p> <p>Willingness to undertake training</p>	
Other Work Requirements	<p>Patient and resilient</p> <p>Willingness to uphold the Christian values of the school</p>	