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| Job title: | Teaching Assistant | |
| Reports to: | Head Teacher/ Inclusion Head | |
| Scale/FTE: | Salary Scale: NJC BR4 | Hours Per Week: As per contract Weeks Per Year: As per contract |

Key Purpose:

The Teaching Assistant will be a member of a multi-disciplinary team, primarily under the leadership and supervision of the teacher/Inclusion Head/Head of Language Provision. They will work with individual children to support their communication, emotional and social needs and enable access to learning. They will also provide general assistance to the teacher in the support of pupils in the classroom. They will liaise with the Inclusion Head and outside agencies to develop and implement strategies plus interventions to meet the child's needs. The needs of individual children will differ but below is a survey of the possible responsibilities and duties.

Support for pupils

- Establish a positive relationship with a strong sense of mutual trust
- Supervise and support the pupil ensuring his/her safety and access to learning
- Establish good relationships with pupils, acting as a role model and being aware of and responding appropriately to individual needs
- Promote the inclusion and acceptance of all pupils
- Support the pupils to communicate their needs and interact with adults and peers
- Support the pupil with personal care such as toileting, eating, dressing and undressing if required
- Encourage the pupil to interact with others and engage in activities led by the teacher
- Support child with physical activities in lessons, break and lunch time
- Supervise the pupil encouraging the pupil to interact with others, to engage in activities led by the teacher, and to act independently
- Develop and implement strategies and interventions for the pupil under the guidance of the Inclusion Head, Head of Language Provision and other members of the SEND team in school and external professionals.

Support for the Teacher

- Be aware of pupils' barriers/progress/achievements and report to the teacher as agreed
- Undertake record keeping as of any interventions provided for the child
- Assist the teacher in supporting the pupil's social and emotional difficulties
- Assist the teacher to support other pupils in the classroom

Support for the Curriculum

- Support the pupil/pupils understanding
- Supporting the pupil /pupils in undertaking literacy and numeracy tasks as directed by the teacher
- Supporting the pupil/pupils with other areas of the curriculum as directed
- Prepare and maintain equipment/resources as directed by the teacher and assist the pupil in their use

- Assist the teacher with the preparation, use and maintenance of classroom resources

Support for the school

- Be aware of and comply with policies and procedures relating to child protection, health, safety and security and data protection, reporting all concerns to an appropriate person
- Be aware of confidential issues linked to home/pupil/teacher/school work and to keep confidences as appropriate
- Be aware of and support diversity and ensure all pupils have equal access to opportunities to learn and develop
- Contribute to the overall ethos/aims of the school
- Attend relevant meetings as required
- Participate in training and other learning activities and performance development as required
- Assist with the supervision of the pupil/pupils out of lesson time, including before and after school in line with directed hours
- Accompany teaching staff, pupil and the classes on educational visits and out of school activities as required
- Undertake any reasonable request by the teacher or senior leader
- Undertake a lunch duty

Other responsibilities relative to this role are:

- To participate in the performance and development review process, taking personal responsibility for identification of learning, development and training opportunities in discussion with line manager.
- To comply with individual responsibilities, in accordance with the role, for health & safety in the workplace.
- Proactively promote and demonstrate Mosaic Schools Learning Trust's vision, values and ethos in all aspects of work.
- Ensure that all duties and services provided are in accordance with the Trust's Equal Opportunities Policy.

The duties above are neither exclusive nor exhaustive and the post holder may be required to carry out appropriate duties within the context of the job, skills and grade.

Details and emphasis are subject to amendment and revision in the light of the changing needs of Mosaic Schools Learning Trust. This will always be in consultation with the post holder and any additional training needs identified and discussed with the post holder's line manager.

Mosaic Schools Learning Trust is committed to safeguarding and promoting the welfare of children and young people and expects all staff and volunteers to share this commitment.

Person Specification

Experience:

Working with children in a primary school is (essential)

Qualifications:

- Experience of working with children with SEND (desirable)
- NVQ 2/3 or equivalent qualifications or experience (desirable)
- First Aid Training (desirable)
- Have Grade A – C GCSE or equivalent in English and Maths (essential)
- Good numeracy and literacy skills (essential)
- Knowledge and/or experience of SEMH needs in primary aged children (desirable)

Knowledge and Training

- Effective use of ICT to support learning (essential)
- Use of other equipment technology – video, photocopier
- Knowledge of relevant policies/codes of practice and awareness of relevant legislation (desirable)
- General understanding of national curriculum and other basic learning programmes (desirable)
- Basic understanding of child development and learning (essential)
- Ability to self-evaluate learning needs and actively seek learning opportunities (essential)
- Ability to relate well to children and adults (essential)
- Work constructively as part of a team, understanding classroom roles and responsibilities and your own position within these (essential)
- Knowledge of Child Protection procedures and how to keep children safe (desirable)

Personal Qualities (all essential)

- Strong interpersonal skills
- A positive attitude and be a part of the scheme
- The ability to follow the advice of professionals and to act upon it with enthusiasm
- A flexible approach towards classroom routines and teaching strategies
- Able to use initiative