

Hawes Down Primary School

The Mead, West Wickham, Kent BR4 0BA



Job Description – Teaching Assistant within the Specialist Provision

MAIN PURPOSE

To work under the guidance and instruction of teaching/senior staff, usually in the classroom with the teacher, to support access to learning for pupils and provide general support to the teacher in the management of pupils and the classroom.

- To assist teachers by supporting pupils in their learning in order to ensure their continued educational and social development
- To assist teachers in fostering an attractive learning environment to ensure pupils spend their school life in stimulating surroundings
- To assist teachers and senior managers in preparing resources and equipment as necessary in order to support pupils' engagement and learning
- To assist teachers to maintain clear records and observations so that pupils receive the maximum benefit from their education

SUMMARY OF RESPONSIBILITIES AND DUTIES

SUPPORT FOR PUPILS

- To provide physical and communication support using modes of communication appropriate to the individual needs of the child
- To supervise pupils, ensuring their safety and encouraging pupils to interact with others, to engage in activities led by the teacher, and to act independently
- To establish good relationships with pupils, acting as a role model, being adaptable and empathetic in order to provide support for students' emotional and social development and dealing with disruption as agreed in the Behaviour Management Policy
- To ensure the physical welfare of students and assist students with their physical needs as appropriate and agreed, e.g. assisting with intimate care
- Respond to pupils' minor welfare and personal needs and ensuring pupils requiring regular medication are given timely reminders
- Promote good pupil behaviour, dealing promptly with conflict and incidents in line with established policy and encouraging pupils to take responsibility for their own behaviour
- Encouraging children to achieve their potential by stimulating their enthusiasm for learning and also their determination to succeed
- To work with individuals and groups of students with additional needs in class, under the direction of the class teacher and Head of Provision

SUPPORT FOR TEACHERS

- Work with the teacher to establish an appropriate positive and enriching learning environment
- Record individual pupil's behavioural difficulties, discussing appropriate responses with the teacher and carrying them out

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- Undertake pupil record keeping, collecting information from/to parents/carers as directed
- Monitor and evaluate pupils' responses to learning activities through observation and planned recording of achievement against pre-determined learning intentions
- Provide basic clerical and typing support for the teacher
- Assist the teacher in developing effective methods of explaining basic ICT applications and supporting pupils in their use
- Use strategies, in liaison with the teacher, to support pupils to achieve learning goals
- Support the teacher in managing pupil behaviour, reporting difficulties as appropriate
- Report on children's progress and achievements to the teacher as agreed

SUPPORT FOR THE SCHOOL

- Awareness of the school's educational and behavioural policies for developing pupils and work within predetermined guidance, policies, procedures and teachers' guidance
- Be aware of and comply with policies and procedures relating to child protection, health, safety and security, confidentiality, reporting all concerns to the appropriate person as agreed
- Prepare and maintain equipment/resources as directed, assisting in their use
- 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
- Attend meetings and discussions, which contribute to the overall ethos/work/aims of the school
- Under the guidance of the Head of Provision and class teacher, contribute to setting individual targets and to the review of those targets. Attend and contribute to meetings to review students' progress, and contribute to written reports
- Be aware of and support diversity, and ensure all pupils have equal access to opportunities to learn and develop
- Liaise with staff, parents and relevant professionals as requested by the teacher and/or Head of Provision
- Implement advice from external agencies where necessary as well as appreciate and support the work of other professionals
- Accompany teachers and supervise pupils on out-of-school activities as required under the supervision of the teacher
- Break time supervision as required
- Participate in training and other learning activities and performance development as required

ADDITIONAL INFORMATION

The jobholder is required to contribute to and support the overall aims and ethos of the school.

All staff are required to participate in training and other learning activities, and in performance management and development, as required by the school's policies and practice.

All staff must adhere to the Staff Code of Conduct, Dress Code, and Staff e -Safety Policy. Failure to follow the Code or Policy may lead to disciplinary action.

The duties and responsibilities listed above describe the post as it is at present. The post holder is expected to accept any reasonable alterations or requests that may from time to time be necessary.

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SUPERVISION

The jobholder is managed by the teacher, Head of Provision and/or SENCO, but may work with several teachers. When working within a classroom, the jobholder works under the direction and supervision of the teacher to whom he/she is assigned.

The frequency of meetings is determined by the school's performance management policies and practice.

PHYSICAL EFFORT and WORKING ENVIRONMENT

The job may involve lifting children after falls or accidents.

The job may on rare occasions, include clearing up blood or other bodily fluids of children after accident or sudden illness.

EQUALITIES

- Ensure implementation and promotion in employment and service delivery of the School's equal opportunities policies and statutory responsibilities
- Hawes Down Primary School is committed to equal opportunities and to safeguarding and promoting the welfare of children and young people and expects all staff to share this commitment
- Hawes Down Primary School has due regard to eliminate discrimination, advance equality of opportunity and foster good relations between all parties

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PERSON SPECIFICATION

TEACHING ASST – Additionally Resourced Provision Setting BR5 point 13

EXPERIENCE

Experience working with children or young people with a range of additional and/or complex needs is essential.

QUALIFICATIONS/TRAINING

Good literacy and numeracy skills (essential)
NVQ Level 3 in teaching assistance or other relevant qualification (desirable)
Relevant training or experience in areas pertaining to SEN (desirable)

KNOWLEDGE/SKILLS (essential requirements)

Ability to work effectively with children and young people with additional and/or complex needs.

Ability to work constructively as part of a team, understanding classroom roles, responsibilities, expectations and accountabilities.

Ability to communicate effectively and relate well to children and adults.

Ability to adopt a flexible approach to a variety of issues and a willingness to listen to others.

Ability to analyse situations and support/implement positive solutions.

Ability to remain calm and have a resilient approach whilst working under pressure.

Knowledge of curriculum and assessment frameworks within a special school context.

Knowledge of the personal care needs of children and young adults with additional and/or complex needs.

Knowledge of principles of child development and learning processes.