



## Job Description

<b>Post:</b>	Teaching Assistant
<b>Responsible to:</b>	Deputy Headteacher
<b>Hours:</b>	37 hours per week, 39 weeks

### Job Summary:

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.

### Main duties and responsibilities include:

- Support for pupils, teachers, curriculum and the school
- To carry out school policy as documented and/or as directed by the Headteacher
- To present the school in a positive way in the community
- To be aware of the sensitive nature of information learning during the course of duties and to maintain confidentiality at all times
- To follow the school policy on Equal Opportunities
- To be aware of, and have regard to, the Health and Safety policy of the school. To ensure that agreed procedures are followed in the event of an accident or incident
- To undertake additional duties as required commensurate with the level of the job

### Support for Pupils:

- Provide support for pupils with special needs, ensuring their safety and access to learning activities
- 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 challenging and demanding expectations and promote self-esteem and independence
- Provide feedback to pupils in relation to progress and achievement under the guidance of the teacher

### Support for Teachers:

- Create and maintain a purposeful, orderly and supportive environment, in accordance with lesson plans and assist with the display of pupils' work
- 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
- Provide clerical/admin support e.g. photocopying, typing, filing, money, administer coursework etc.

#### **Support for the Curriculum:**

- Undertake structured and agreed learning activities/teaching programmes, adjusting activities according to pupil responses
- Support the use of ICT in learning activities and develop pupils' competence and independence in its use
- 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, positive behaviour management, 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 before and after school and at lunchtime
- Accompany teaching staff and pupils on visits and trips as negotiated and take responsibility for a group under the supervision of the teacher

#### **Training:**

Employees are required to attend any relevant training for the job role

#### **Level of contact and responsibility for pupils:**

Pebble Brook School is committed to safeguarding and promoting the welfare of children, young people and vulnerable adults and expects all staff, workers and volunteers to share this commitment. An Enhanced Data & Barring Service check will be required from the successful candidate.

*This job description describes in general terms the normal duties which the post-holder will be expected to undertake. In addition, duties may vary from time to time. The job description may be changed at any time, after consultation with the employee.*

## Person Specification

Criteria	Essential / Desirable
<b>Qualifications &amp; Training</b>	
Level 2 qualification in Supporting Teaching and Learning (or equivalent experience)	Essential
GCSE (or equivalent) in English and Maths Grade 4 plus	Desirable
Willingness to undertake relevant training	Essential
First Aid, Team Teach, or SEN-specific training	Desirable

<b>Experience</b>	
Experience working with children, especially with SEN	Essential
Experience in school or classroom setting	Essential
Experience implementing EHCP or personalised plans	Desirable

<b>Skills &amp; Abilities</b>	
Ability to follow instructions and work as part of a team	Essential
Positive behaviour management skills	Desirable
ICT skills to support learning and admin	Essential
Good communication and interpersonal skills	Essential
Confident supporting Secondary and FED students in class	Essential
Pro-active approach to supporting Teacher and students	Essential
Strong reading and writing skills to support students in class	Essential

<b>Knowledge</b>	
Knowledge of SEN and inclusive education	Essential
Awareness of behaviour management strategies	Desirable
Familiarity with education software or tools	Desirable
Understanding of safeguarding and child protection	Essential