

Queen Eleanor's Church of England Junior School
An Academy in the Good Shepherd Trust*
Queen Eleanor's Road, Onslow Village, Guildford, GU2 7SD
E-mail: office@queen-eleanors.surrey.sch.uk
Tel: 01483 561323



Headteacher: Jo Davies

Jesus the Good Shepherd said, "I have come to give life – life in all its fullness." John 10:10

Job Title: Teaching Assistant

GST Grade B: FTE: £23606 Prorata: £9815.71

Responsible to: Headteacher and directly responsible to the Class Teacher

Receives instruction from: Class Teacher/ SENDCo/ SLT/ Headteacher

Purpose: To support a class teacher in ensuring access to the curriculum for all pupils. Working under the direction of the teacher in the teaching and learning of children, which will include specific activities on a regular basis where management may not be direct.

Main Duties:

A. Support the curriculum under the direction of the class teacher **by:**

- supporting pupils with Special Educational Needs (SEN) and behavioural challenges.
- Assisting in the preparation and adaptation of teaching materials, etc which facilitate the pupils' access to the curriculum.
- Assisting in the preparation of the classroom, the reception of pupils, the organisation of materials and the checking and clearing of equipment.
- Ensuring that the planned programme of activities is implemented; undertake specific tasks with individuals or small groups of pupils
- Assisting in the development and implementation procedures for the monitoring, assessment and recording of pupils' progress in conjunction with the class teacher.
- Contributing where appropriate to any multi-disciplinary discussion of pupils' needs/progress.
- Participating in relevant staff development activities.
- Providing regular feedback to class teacher and special needs co-ordinator regarding pupil progress.
- Supporting any aspect of school life as directed by the Head teacher.

B. Support the pupils by

- Showing an understanding of specific needs of children.
- Aiding and supporting children to learn as effectively as possible according to their particular educational needs.

e.g.:

Clarifying/explaining instructions

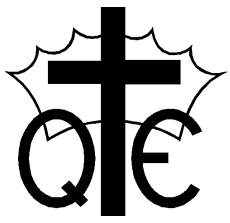
Motivating/encouraging children

Assisting in all areas of the curriculum

- Assisting in meeting the pupils' needs for encouragement, reassurance and comfort.
- Helping establish and maintain supportive relationships with children concerned.
- Attending to the pupils' personal requirements and physical care on a daily basis and encouraging self-help at all times.
- Participating in the supervision of pupils during break as appropriate.
- Promoting and reinforcing the child's self-esteem and encouraging the child to maximise their achievement and development.

C. Support the teacher by

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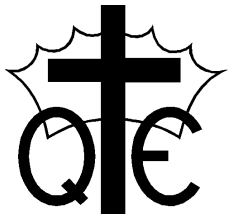
- Monitoring, assessing and recording pupils' work as directed by the teacher.
- Preparing and presenting displays of students' work
- Supporting class teachers in photocopying and other tasks in order to support teaching
- Undertaking other duties from time to time as the head teacher/class teacher requires

D. Support the school by

- Supporting the aims and mission statement of the school
- Attending team and staff meetings
- Undertaking professional duties that may be reasonably assigned by the head teacher
- Being proactive in matters relating to health and safety
- Setting a good example in terms of dress, punctuality and attendance
- Being aware of confidential issues linked to home/pupil/teacher/school work and to keep confidences as appropriate.
- Working within the framework of the school's agreed policies and procedures.
- Participating in the performance management cycle, taking a proactive approach towards CPD and professional development
- To have due regard for safeguarding and promoting the welfare of children and young people and to follow the child protection procedures adopted by the Surrey Safeguarding Children's Board and the school's safeguarding policy.

Competencies	Qualifications, Training and Development
<ul style="list-style-type: none">• Good level of written and spoken English.• Numerate.• Previous experience working with children with SEN and behavioural needs.• Basic IT skills.• Able to follow instructions.• Able to plan and prioritise regular and irregular tasks.• Able to clarify and explain instructions to pupils.• Able to communicate effectively with pupils.• Able to motivate pupils to learn.• Able to assist with the organisation of the learning environment.• Able to undertake routine tasks under the direction of a teacher.• Craft skills.• Able to maintain records and pupil files.• Able to work effectively with adult team members.• Able to maintain confidentiality.	<p>Good general education. No specific qualification required.</p> <p>Training and development will include:</p> <ul style="list-style-type: none">• Induction training• Safeguarding• On job training• Training for specific responsibilities of the post <p>And may include</p> <ul style="list-style-type: none">• Literacy and numeracy strategy• Language and Learning

The Good Shepherd Trust is committed to safeguarding and promoting the welfare of children and young people and expects all staff and volunteers to share this commitment. We ensure that all our employment practices reflect this commitment.



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