 “Learn about life to live life better”

Hornbeam Primary School

Job Description – Teaching Assistant

Purpose of the job

* To work with teachers to support teaching and learning, providing general and specific assistance to pupils and staff under the direction and guidance of the classroom teacher.
* To work with teachers providing specialist support with pupils requiring 1:1 support.
* Key Duties and responsibilities
* Work with individuals or small groups of pupils in the classroom under guidance of teaching staff and feedback to the teacher
* Support pupils to understand instructions, support independent learning and inclusion of all pupils
* Support the teacher in consistent, positive behaviour management and keeping pupils on task
* Prepare and clear up learning environment and resources including photocopying, filing and the display and presentation of pupil’s work and contribute to maintaining a safe environment.
* Administer basic first aid
* Attend appropriate in-service training
* Maintain confidentiality and discretion in relation to information about children and school life and show regard to the school’s Child Protection Policy.
* Attend Teaching Assistant Meetings
* Supervise individuals and groups of pupils throughout the day including supervision in the classroom, playground and dining areas (when required)
* Provide regular cover for class teacher PPA release time using pre-planned learning activities.

Teaching Assistants **MAY** also undertake **SOME or ALL** of the following:

* Establish and maintain relationships with families, carers and other adults e.g. speech therapists.
* Escort and supervise pupils on educational and out of school activities including after school clubs
* Guide and support pupils in their personal, emotional and social development
* Provide temporary, short term cover for class teachers using pre-planned learning activities.
* Be involved in planning, organising and implementing personalised plans and, when required, to attend reviews.
* Work with pupils not working to the normal timetable
* Administer medication in accordance with an agreed plan under the direction of healthcare practitioner and following appropriate training
* Undertake moving and handling as required.
* When needed, attend to pupils personal needs including toileting, hygiene, dressing, eating, hoisting, as well as help with social, welfare and health matters reporting problems to the teacher as appropriate – Training will be given
* Physically assist pupils in activities (may involve lifting and hoisting where mobility is an issue) – Training will be given
* Work with pupils on therapy or care programmes, designed and supervised by a therapist/teacher.
* Be trained as a lifeguard for the Hornbeam swimming pool.
* If working with a child with additional and/or complex needs (1:1 support)
* Provide learning activities for individuals under the professional direction of a qualified teacher, differentiating and adapting learning programmes to suit the needs of the allocated pupil.
* Assess, record and report on development, progress and attainment as agreed with the teacher.
* Monitor and record pupil responses and learning achievements, drawing any problems which cannot be resolved to the attention of the teacher.
* Plan and evaluate specialist learning activities with the teacher, writing reports and records as required.
* Support pupils in social and emotional well-being, reporting problems to the teacher as appropriate.

**Person Specification**

* GCSE (or equivalent) at least C grade in English and Maths
* TA qualification (an advantage but not essential)
* Recent and Successful relevant experience of working with primary aged children
* Confident and Competent ICT skills
* Experience with working with ASD, ADHD children (an advantage)