



Job Description and Person Specification

Teaching Assistant (SEMH): Class Based or Non-Class Based

Responsible to: Inclusion Manager

Coach: ClassTeacher

Grade: TR4 (pro-rata)

The Purposes of the Role include:

- To support children's learning and to share in the care and wellbeing of the children throughout the school, particularly with those children experiencing difficulties with SEMH.
- To support the emotional, behavioural and pastoral needs of all pupils, particularly with those children experiencing difficulties with SEMH.
- To support individual and small groups of children in the curriculum to help overcoming barriers to learning.
- To carry out specific administrative/ procedural tasks to support the class teacher.
- To be involved in the planning, development and delivery of intervention strategies.
- To observe and monitor pupil's progress and adapt agreed approaches to their particular needs.
- Provide support and assistance for children's pastoral needs (e.g. dressing, going to the toilet, the changing of nappies or the administration of an Epipen)
- To assist in the maintenance of children's records.
- To promote the school's values, culture and ethos.

Specific Duties and Responsibilities:

- Work as part of a team and assist the classteacher/SENCo to ensure quality education for the children.
- To promote the development of numeracy, language and speech, including providing additional support to children with special needs or to bilingual learners, by working alongside the classteacher/SENCo.
- Be aware of and support school policies and procedures.
- Liaise and plan with the teacher to support pupils in their learning
- Work or play with individuals/small groups of children by planning and carrying out relevant activities that accelerate and raise the level of achievement for all pupils involved in all areas of the curriculum, under the guidance of the classteacher.



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- Assist the teacher by receiving instructions directly from professional or specialist support staff involved in the children's education. These may involve social workers, health visitors, language support staff, speech therapists, educational psychologists and physiotherapists.
- Report any concerns regarding children's welfare or education, to the classteacher/SENCo.
- Be aware of suspected or actual cases of child abuse, referring such matters to the appropriate designated person for further action.
- Under the direction of the teacher/SENCo, liaise with parents as appropriate, maintaining sensitivity and confidentiality at all times.
- Assist with the reception and departure of children at the beginning and end of school sessions.
- Assist with maintaining good discipline throughout the school at all times, following school procedures.
- When directed escort and supervise pupils on planned visits/journeys within agreed working hours
- Assist with the preparation of resources e.g. photocopying, repairing books, filing of work, making games and the creation and mounting of displays for children's work.
- Assist and attend with seasonal events e.g. parents evenings, concerts and festivals within agreed working hours
- Attend appropriate staff meetings and training days/events as requested within agreed working hours
- To assist in resolving any behavioural, social and emotional difficulties this may arise. Have high expectations of behaviour and the ability to promote positive behaviour in line with the school's policy.
- To encourage the pupil to develop a positive self-image, and to develop confidence in their abilities and communication with others.
- When appropriate, cover supervise for short periods of time for the whole class in the absence of the teacher e.g. for comfort breaks, retrieving resources or brief discussions with other professionals.
- Accompany pupils on educational visits in school time as requested.
- Provide general assistance at school functions held in school time.
- Such other duties as may be required by the Head Teacher with consultation.

This is not an exhaustive list and some changes to both the Job Description and duties may occur.

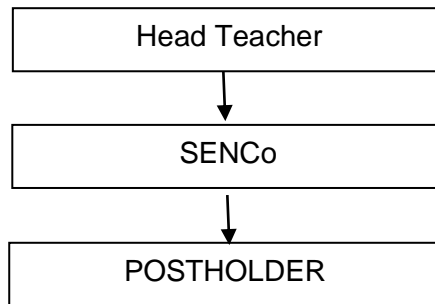


Key Responsibilities:

Contribute to the ethos and aims of the School

- To be aware of and understand the School’s Equal Opportunities, Race Equality, Whistleblowing, ICT and Safeguarding Policies (available electronically through SharePoint ensuring at all times that the duties of the post are carried out in accordance with School Policies.
- To read and have a thorough understanding of the School Code of Conduct.

Structure



Further Information:

- Probation** This post is subject to a **6 month** probation period (for new staff)
- Scale Point** Trust Range 4 £18,346 to £19,239 (pro-rata)
- Pension** As an employer of the Local Government scheme, the post holder will be automatically enrolled into the Kent Pension Scheme. The School pays a contribution of salary into the LGPS – this is an additional remuneration benefit.
- Confidentiality** Some of the work undertaken within the School is of highly confidential nature. The post holder must maintain confidentiality and work within the School’s data protection parameters.
- Annual Appraisal** All staff undergo an annual appraisal as part of performance management at Briary Primary School and this would include training reviews as part of the assessment protocol.

CONFIRMATION OF RECEIPT

I confirm that I have read and understood the terms outlined in this statement and hereby accept the post on the conditions stated.

Signed

Date

Print Name



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Person Specification: Teaching Assistant

The following outlines the criteria for this post. Applicants who have a disability and who meet the criteria will be shortlisted.

Applicants should describe in their application how they meet these criteria.

	CRITERIA
QUALIFICATIONS	<ul style="list-style-type: none">• Level 3 NVQ (or equivalent)• GCSE Maths – Grade C or above• GCSE English – Grade C or above
EXPERIENCE	<ul style="list-style-type: none">• Previous experience of working with children.
SKILLS AND ABILITIES	<ul style="list-style-type: none">• Numeracy and literacy skills.• Basic IT skills.• Have the ability to relate well to children and adults, understanding their needs and being able to respond accordingly.• Good influencing skills to encourage pupils to interact with others and be socially responsible.
KNOWLEDGE	<ul style="list-style-type: none">• Knowledge of policies and procedures relating to child protection, health, safety, security, equal opportunities and confidentiality.