**Job Description and Person Specification**

**Job Title:** Teaching Assistant

**Salary:** FST Grade C

34.5 hours per week, 38 weeks per year

1. **PURPOSE OF JOB**

Support the class teacher and SEND Team in teaching and providing for all children, ensuring they reach the targets set for them and make good academic progress at Tiger Primary School.

1. **KEY TASKS**

* Use specialist knowledge or experience to support SEN/AEN pupils learning in the classroom.
* Use prior knowledge of manipulatives and supportive resources to support children’s learning in lessons.
* Be proactive in reading lesson plans/ liaising with teachers prior to lessons and compiling resources to be used in the lessons as directed by the Class Teacher.
* Assist in behaviour management of pupils, following the school’s behaviour management policy at all times.
* Support pupils in accessing learning activities as directed by the class teacher, to enable pupils to make good progress.
* Work with the SEN team and Class teacher to develop provision maps and intervention programs to support the needs of each individual child.
* To deliver interventions to individuals and small groups to support academic, social and emotional progress of the children.
* Monitor and evaluate pupils’ progress with the class teacher and maintain pupil’s records with particular regard to pupils with SEN/AEN.
* Liaise with parents, carers and professional agencies when required.
* Use initiative to develop and implement actions that will promote the integration of pupils with their peers.
* To model play and social interactions with the children during break and lunch times.
* Provide training for staff as directed by the SEN team.
* To attend professional meetings as required.
* Be aware of and support differences, ensuring pupils have equality of access to opportunities to learn and develop following SEN Code of Practice, and Equal Opportunities Policy.
* Provide clerical/admin support (e.g. typing, photocopying, displays etc.) and undertake basic record keeping in respect of pupil learning, behaviour management, child protection as directed, in order to support the teacher to deliver specific learning programmes set for each child.
* Be aware of and comply with policies and procedures relating to child protection, health and safety, security and confidentiality, reporting all concerns to an appropriate person to ensure pupils’ wellbeing.
* Contribute to the overall ethos and aims of the school and appreciate and support the role of colleagues and other professionals to enable the school to fulfil its development plans.

1. **ADDITIONAL INFORMATION**

* All staff are required to participate in training and other learning activities, some of which may be outside normal working hours.
* All staff participate in performance management and development as required by the school’s policies and practice.
* The post holder is expected to accept any reasonable alterations in job role that may from time to time be necessary.
* The job holder will be managed by the SEN Team.
* An area of focus of the role is to support individual pupils who have SEN/ AEN. Therefore, the job holder needs to be able to adapt their work to meet the specific needs of the pupils.
* Any other reasonable task as directed by the Headteacher

**PERSON SPECIFICATION**

* Experience of working with pupils with SEN/AEN (Essential)
* Good standard of education GCSE A-C grade in English and mathematics (Essential) and A-Levels (Desirable)
* Desire and drive to ensure all pupils reach their full potential (Essential)
* NVQ Level 2 or higher (Desirable)
* Basic knowledge of first aid (Desirable)
* Desire to train and improve self (Essential)
* Good IT skills (Essential)
* Good team working skills (Essential)
* Ability to be flexible (Essential)
* Excellent communication skills (Essential)
* Proven ability to work independently and use initiative (Essential)
* A positive and proactive approach to life (Essential)
* Resilient in the face of difficult times (Essential)
* Great sense of humour (Desirable)
* Experience using specific tools to support including social stories and comic strip conversations (Desirable)
* Certificate of training in dyslexia, pupil’s well-being, social communication, sensory processing (Desirable)