

JOB DESCRIPTION

Job Title: **SRP Teaching Assistant**

Reports to: **SRP Lead Teacher**

Purpose of Job:

- To support all SRP pupils in the SRP class and mainstream classes in accessing learning activities to enable them to progress towards their targets.
- To deliver interventions to groups of specified SRP pupils or individuals as outlined on Provision Plans in order to support them with their learning and raise levels of achievement and attainment.
- Under the guidance of the SRP Lead Teacher/ HLTA to implement interventions as outlined on Provision Plans for SRP pupils.
- Liaise where appropriate with outside agencies to support the needs of SRP pupils.
- To assist the SRP HLTA.

Principal Accountabilities:

- Under the direction of the SRP Lead Teacher/HLTA deliver the content of lessons planned for small groups or individuals.
- Understand the assessment and success criteria to be used for each session and the feedback required by the SRP Lead Teacher/HLTA.
- Implement individual or group programmes devised by other professionals e.g speech therapist, occupational therapist etc.
- Ensure the maintenance of a clean, orderly and safe working environment making sure that equipment, resources and materials are set out on time and as per instructions received.
- Support SRP pupils in accessing learning activities ensuring health and safety and good behaviour of pupils.
- Be aware of and support differences to ensure all SRP pupils have access to opportunities to learn and develop.
- Establish a supportive relationship with SRP pupils and help them to develop self-esteem.
- Support SRP pupils' learning and behaviour in class under the direction of the SRP Lead Teacher/HLTA.
- Work unsupervised with SRP pupils and support the delivery of aspects of the curriculum.
- Develop SRP pupils' use and understanding of language structures and vocabulary.
- Help SRP pupils to learn as effectively and independently as possible, both in group situations and on their own.
- Assist with SRP pupils at the beginning and end of sessions and on educational trips as required.
- Display SRP pupils' work and ensure that learning and curriculum resources are kept tidy and in good order.
- Implement and promote the school's Equalities Policy at all times and to value diversity.
- Meet SRP pupils' physical needs, while encouraging independence.
- Assist SRP pupils with personal care needs including changing and toileting when required, with regard to respectfulness and pupil dignity.
- Support SRP pupils' social interaction and to develop their social skills during break times.
- Be aware of and comply with policies and procedures relating to child protection, health, safety, security and confidentiality reporting all concerns to an appropriate person to ensure the wellbeing of all pupils.
- Contribute to the overall work 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.
- Provide Lunchtime cover.

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To support colleagues including the following:

- Follow the Plan, Do, Review process of interventions for pupils with guidance from the SRP Lead Teacher/HLTA and other professionals, when required.
- Assist the SRP Lead Teacher/HLTA with observations and monitoring of the progress of SRP pupils.
- Communicate and share information regarding SRP pupils with the SRP Lead Teacher/HLTA.
- Liaise with parents as directed by the SRP Lead Teacher/HLTA to foster good links between home and school and to ensure consistency of care e.g. home-school contact books.

To support the curriculum including the following:

- Support SRP pupils' work in any curricular area under the guidance of the SRP Lead Teacher/HLTA.
- Make and prepare differentiated activities and materials to support SRP pupils' learning across the curriculum under the guidance of the SRP Lead Teacher/HLTA.
- Regularly update SRP pupils' resources.

General:

- Present the school in a positive way in the community.
- Respect the confidential nature of all information acquired in the performance of the job either verbally or in writing.
- Support the aims and ethos of the school, showing respect for self, each other and the environment.
- Promote equality for all individuals.
- Set a good example in terms of dress, punctuality, attendance and behaviour.
- Attend team and staff meetings during working hours as required.
- Regularly check emails and pigeonhole for correspondence during working hours as required.
- Undertake professional duties that may be reasonably assigned by Senior Leaders.
- Undertake professional development and training opportunities to secure own working knowledge of new initiatives and practice.
- Comply with all school policies and procedures in particular those relating to child protection, health, safety and security, confidentiality and data protection, reporting all concerns to an appropriate person.

The Job Description is subject to the changing needs of the school and other duties may be required from time to time. It will be reviewed as part of the Appraisal Process.

SIGNED

DATE