

**Sussex Road CP School**

**Job Description: Teaching Assistant KR3**

\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

***Question Challenge, Explore***

Grade Kent Range 3 Assistant Headteacher – Inclusion Leader

\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

As a member of staff at Sussex Road Primary School you are responsible for working with the staff, parents, pupils and other agencies to safeguard and promote the welfare of all children at the school.

**Purpose of the Job:**

To plan, deliver and resource interventions, and assess and report on these interventions, ensuring high impact on pupil progress and enabling pupils to achieve their potential, including those identified as having Additional Educational Needs.

**Context**

The post holder works using their own initiative and solves problems effectively. The post holder manages the behaviour of groups or classes of pupils efficiently and effectively using a range of behaviour management strategies.

**Main duties and responsibilities:**

* Provide teaching support in small groups and where necessary be assigned to individual pupils in order to aid the teacher, in and out of the classroom. Manage group behaviour according to the School Behaviour Policy. Respond to pupils’ needs in class and offering group/individual support as appropriate and sourcing appropriate resources.
* Liaise with the class teacher to understand the objectives of each intervention/lesson. Assist with marking of class work and homework.
* Carry out observations and monitoring of the progress of children, both educationally and socially, including appropriate marking and record keeping.
* Assist with the testing of pupils and with the marking of tests.
* Assist pupils with their hygiene and physical needs if required and assist pupils to dress and undress for PE, etc. if help is needed. Provide first aid.
* Supervise at playtime and lunchtime on a rota basis to provide intervention support and facilitate restorative justice to resolve pupil disagreements, unless working as a one to one TAs who may be required to support their named child instead.
* To offer basic first aid or call for additional support where required
* Supervise pupils in off-site activities.
* Plan, deliver, assess, record and prepare resources for interventions, differentiating as necessary. Liaise with class teachers, subject co-ordinators, Phase Leaders and Inclusion Manager.
* Assist class teachers as required.
* Respond undirected to pupils’ emerging needs whilst supporting in class and if necessary without direction provide group/individual support and appropriate resources.
* Assist with ensuring the school has a stimulating learning environment and ensuring it is of good quality.
* To collect family correspondence from pupils in the mornings, and in liaison with the School Office Team, assisting with permission slips and reminding pupils about money due.
* Monitor each morning reading records/homework diaries and liaise with class teacher. Assist children to choose appropriate books and resources.
* Where appropriate check and contribute to home-school contact books, taking direction from the class teacher.
* Undertake training and attend relevant meetings within contracted hours as required to ensure CPD
* Such other reasonable duties as the Headteacher may from time to time require.

**General**

All members of staff are expected to assist with keeping themselves and others safe. All staff have a responsibility to report any hazards and raise management’s awareness of any Health and Safety issues.

As a member of staff at Sussex Road Primary School you are responsible for working with the staff, parents, pupils, and other agencies to safeguard and promote the welfare of all children at school.

All members of staff are expected to promote positive behaviour patterns, raise self-esteem, and improve independent working in children to assist their education and growth and enable them to reach their full potential. They promote equal opportunities and respect confidentiality and work within the GDPR data protection framework.

This job description describes in general terms the normal duties which the post holder will be expected to undertake. However, the job description or the duties contained therein may vary or be amended from time to time, with agreement of the post holder without changing the level of responsibility associated with this post.

The post holder is required to carry out the duties in accordance with the Council Health and Safety policies which can be found in the school’s Health and Safety Policy. The post holder has a responsibility under the General Data Protection Regulations to protect pupil data at all times and adhere to strict confidentiality protocols.

*This job description may be reviewed at the end of the academic year or earlier if necessary. In addition, it may be amended at any time after consultation with the job holder.*

Signed \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ Date\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

 Post holder

Signed \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ Date\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

 Headteacher/Line Manager

**Person Specification – Teaching Assistant**

|  |  |
| --- | --- |
|  | CRITERIA |
| QUALIFICATIONS | NVQ 2 for Teaching Assistants or equivalent – d*esirable, but not essential. However, there will be an exception to achieve such a qualification within an agreed timeframe*GCSE English and Maths at Grade C or above (or equivalent) |
| EXPERIENCE | Working with or caring for children of a relevant age to those in the school |
| SKILLS AND ABILITIES | * Team working skills: ability to be an integral flexible member of the staff team
* Ability to provide a caring and structured learning environment for pupils.
* Able to work under supervision of the class teacher and SENCO.
* Able to reinforce teaching points during teacher input;
* Communications skills: able to explain and problem-solve
* Flexible approach; able to respond to individual pupil needs.
* Promote a positive ethos and be good role model.
* Interpersonal skills: able to liaise sensitively and effectively with the class teacher, SENCO and parents recognising TA’s role in pupils' learning.
* Able to constantly improve own practice/knowledge through self-evaluation and learning from others.
* Ability to observe and report on pupil performance.
* Organizational skills: ability to contribute to the planning and evaluation of learning activities.
* Ability to prepare resources to support learning programmes
* Basic ICT skills, use of computer, digital camera and photocopier.
 |
| KNOWLEDGE | * Basic understanding of a child's development and learning and of individual differences in children
* Understanding of the relevant policies/codes of practice and awareness of relevant legislation in the context of TA role
* General understanding of national/foundation stage curriculum and other relevant learning programmes/strategies
* Some understanding of the curriculum and its implementation in a primary school environment.
* Some understanding of techniques to motivate pupils
* Some understanding of how to support a pupil and how to enable the child to learn at their level.
* An understanding of inclusion and how it applies in a school setting
 |
| Personal characteristics  | Calmness Confidentiality Empathy Enthusiasm Flexibility Initiative  |