



Teaching Assistant – Additional Educational Needs Support (EYFS, Key Stages 1 and 2)

Responsible to: SENco and class teacher

Purpose of the Job:

To work under the direction and guidance of the class teacher and senior leadership team to assist in the educational and social development of all pupils.

To work within our School, Christian and British values in school, paying due attention and regard to our school policies.

To support the learning of pupils to enable them to become fully integrated into their mainstream classes, by developing improved learning behaviours and closing the gap in their learning.

Duties and Responsibilities:

Support for the resources and record keeping:

- Participate in the implementation of class provision maps and personalised plans for pupils as designed by the teacher and SENCO.
- Duties will include monitoring the progress of all pupils both educationally and socially.
- To follow the school procedures for safeguarding all children.
- Maintain accurate records and ensure that all documentation of interventions are recorded and filed appropriately (especially matters of confidentiality and Child Protection).
- Make resources/gather materials for teachers and/or pupil (as directed by the class teacher) and assist in the clearing away of the materials to ensure effective safety and efficient teaching.
- To act as a role model by behaving in the way we expect the children to behave, for example by making sure the space you are working in is tidy and organised or by picking up litter.

Care and support of the pupils:

- To assist in the support and inclusion of all pupils.
- To provide support for individual pupils within a group or class situation to enable them to participate fully in class activities; to be prepared to work with small groups of children both in and out of the class.
- Work with the individual/group programmes devised by other professionals, e.g. STLS etc.
- Support pupils with emotional and/or behavioural problems and assist with the development of social skills to promote positive behaviour patterns, raise self-esteem and improve independent working.
- Supervise in PE sessions, lunch and playtimes (as directed) to ensure the continued safety of the pupils, if needed.
- To tend to the hygiene and the physical need of the individual pupils

Support during learning activities:

- Support to be given following the direction of the class teacher.
- Liaise with the class teacher in order to understand the objective of each lesson.
- Understand the assessment criteria to be used for each session and feedback required by the class teacher.
- Assist in the national and school based assessments and their arrangements e.g. SATs, reading tests.

Support for colleagues:

- Assist the teacher with observation and monitoring of the progress of the pupils.
- Participate and supervise pupils in off-site activities as directed by the class teacher or senior leadership team e.g. educational trips, walks etc.
- To deliver the content of the lesson planned (by the class teacher) for individual/small group work.
- Liaise, after consulting with the class teacher, with parents and other agencies as necessary.
- To observe strict confidentiality on all matters concerning pupils and school matters.
- To be aware of and observe Health and Safety Practices at all times.

Supporting your own Professional Development:

- To train and develop skills and expertise, both generally and specifically.
- To review and reflect on your own progress and development.
- To be an active participator in the appraisal process.

Personal Specification (Essential)

- Have good Literacy and Numeracy skills in order to give the correct information to children in the classroom.
- Have clear writing skills
- Be empathetic and have a good working relationship with children.
- Be prepared to work with children with problems or disabilities
- Have a positive approach at all times
- Have excellent communication skills
- Able to develop a good relationship with parents
- Fit into the ethos of the school
- Able to work under specific instructions from Teacher, Head Teacher and/or Inclusion Leader.
- Be willing to help with all tasks including setting out equipment, clearing up and generally supporting the class teacher

Personal Specification (Desirable)

- Experience of working with children within a school setting
- Relevant qualifications in supporting children's learning

We are committed to safeguarding and promoting the welfare of children and expect all staff and volunteers to share this commitment.