BOROUGH GREEN PRIMARY

JOB DESCRIPTION

JOB TITLE: **Teaching/Learning Support. Assistant**

JOB HOLDER'S NAME:

REPORTS TO: Inclusion Manager/Class Teachers

KENT RATE: **3**

DATE:

Purpose of Job:

Support the Inclusion Manager/Class Teacher in the teaching and general welfare of individual pupils and groups of pupils with special educational needs to ensure they attain the targets set.

Outline of Main Duties:

1. Ensure the maintenance of an orderly and safe working environment making sure that equipment/resources/materials are set out on time and as per instructions received and used safely to enable pupils to meet their learning targets.

2. To be aware of vulnerable groups and their targets and strategies/intervention programmes that have been put in place to meet these targets.

3. Implement learning activities ensuring health and safety and good behaviour of pupils. Support the pupils in accessing learning activities as directed by the Inclusion Manager/class teacher to enable pupils' progress towards their targets. Be aware of and support differences to ensure all pupils have equal access to opportunities to learn and develop.

4. Promote independence and growth mindset.

5. To assist the Inclusion Manager with assessments and administration pertaining to children with special educational needs.

6. Be aware of and comply with policies and procedures relating to teaching and learning, safeguarding and child protection, health and safety and confidentiality,

reporting all concerns to an appropriate person to ensure pupils' wellbeing.

7. Be aware of the School Plan and contribute to the overall work/aims of the school. Appreciate and support the role of colleagues and other professionals to enable the school to fulfil its development plans etc.

8. Undertake training and other learning activities and attend relevant meetings (within contracted hours) as required to ensure own continuing professional development.

9. Assist with the supervision of pupils on the playground, offering encouragement and organising activities that can be accessed by pupils with special educational needs

Necessary Experience:

1. Good standard of general education (i.e. NVQ level 1 or equivalent) together with good numeracy and literacy skills.
2. Previous experience (1-2 years) of working with children.
3. Use basic technology (computer, video, photocopier)
4. Knowledge of policies and procedures relating to teaching and learning, safeguarding, health and safety, security, equal opportunities and confidentiality.
5. Have the ability to relate well to children and adults, understanding their needs and being able to respond accordingly.
6. Good influencing skills to encourage pupils to interact with others and be socially responsible.

Scope for impact:

Support staff at Borough Green make a strong contribution to pupils' learning and achievement. Teaching Assistants and Learning Support Assistants provide support to teachers allowing them to make even more effective use of their time, professional knowledge, skills and understanding. T.A's and LSA's contribute to pupils' learning and will have a significant impact on pupils' achievement.

Job Context:

This role has an expectation that the position holder will work effectively with individual pupils and/or small groups under the direction and supervision of the Inclusion Manager and class teachers. They will contribute to, and need to demonstrate skills in planning, monitoring, assessment and group management by regular liaison with the Inclusion Manager. The role would also expect the position holder to work as part of the school team and contribute to plans that will ensure the school meets its aims.
The post holder must work within the relevant policies, codes of practice and legislation reporting any concerns to the relevant person.
The post holder must have good communications skills to be able to inform, persuade, inspire and motivate pupils and provide feedback to other professionals and parents as required.

I acknowledge the Conditions of Employment and the above Job Description.

Signed ……………………………………..   Date…………………………………..