



FULSTON MANOR ACADEMIES TRUST

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POST: TEACHING ASSISTANT

REPORTS TO: ASSISTANT SENCO

RESPONSIBLE TO: DEPUTY HEADTEACHER (SENCO)

HOURS: 31.25 HOURS PER WEEK: TERM TIME PLUS 2 TRAINING DAYS

DETAILS OF THE POST:

ROLE OF THE TEACHING ASSISTANT:

- To make a valuable contribution to students' learning and achievement.
- To provide support to teaching staff, enabling them to make even more effective use of their time, professional knowledge, skills and understanding.
- To contribute to students' learning and have a significant impact on students' achievement.
- To work effectively with individual students and/or small groups under the direction and supervision of a class teacher.
- To contribute to, and demonstrate skills in, planning, monitoring, assessment and resources within the Department.
- To work as part of the school team and contribute to plans to ensure the school meets its aims.
- To have good communications skills to be able to inform, persuade, inspire and motivate students and also provide feedback to staff as required.

Specifically:

Supporting the students

- Drawing on the knowledge of various forms of additional need to develop an understanding of the children with whom you are working.
- To establish supportive relationships with the students.
- To encourage integration and acceptance of students with special educational needs
- Considering the special needs involved, to aid students to learn as effectively as possible in both group situations and on his/her own

Supporting the Teacher

- To assist, with the class teacher and other professionals as appropriate, in the development of suitable programmes of support for students with special educational needs.
- To assist in the setting of targets as part of the monitoring process
- To prepare resources as directed by the Class Teacher to aid the learning process.

c) Supporting the school

- ❑ To liaise, advise and consult with other members of the department and support team when asked to do so.
- ❑ To contribute to annual reviews for students with Education Health Care Plans (EHCPs) and to reviews of students on the SEN register.
- ❑ To be aware of school procedures
- ❑ To contribute to the overall work/aims of the school and appreciate and support the role of colleagues and other professionals to enable the school fulfil its development plans etc.
- ❑ To undertake training and other learning activities and attend relevant meetings (within contracted hours) as required to ensure own continuing professional development.
- ❑ Any other tasks as directed by the Headteacher which fall into the purview of this post.

<u>CRITERIA</u>	<u>QUALITIES</u>	<u>ESSENTIAL</u>	<u>DESIRABLE</u>
Qualifications and training	<ul style="list-style-type: none"> GCSE or equivalent level, including at least a Grade C/5 in English and maths 	X	
Experience	<ul style="list-style-type: none"> Experience working with children or young people in an educational, childcare, or community setting. Experience supporting learning activities and helping children achieve their potential. 	X X	
Skills and knowledge	<ul style="list-style-type: none"> Understanding of child development and learning processes. Ability to support students with a range of learning needs. Effective communication and interpersonal skills. Ability to build positive relationships with students and staff. Ability to maintain confidentiality and handle sensitive information appropriately. 	X X X X	X
Personal qualities	<ul style="list-style-type: none"> Positive attitude and enthusiasm for supporting learning. Flexible and adaptable to changing priorities. Ability to work on own initiative while following guidance from teachers. Commitment to equality, diversity, and inclusion. Experience supporting pupils with Special Educational Needs and Disabilities (SEND). 	X X X X	X