Joy Lane Primary School

Joy Lane, Whitstable, Kent CT5 4LT

01227 261430

Job Description

**Teaching Assistant SRP (ASD)**

Kent Range 3 (+SEN Allowance)

**Purpose of the Job:**

To work with teachers to support teaching and learning, providing general and specific assistance to pupils and staff under the direction, guidance and direct supervision of the classroom teacher.

Support the welfare of learners and ensure the school values are reinforced throughout the school curriculum. Learners should: be healthy, stay safe, enjoy and achieve, make a positive contribution to the community and achieve economic well-being.

**Key Duties and Responsibilities**

* Work with individuals or small groups of pupils in the classroom under the direct supervision of teaching staff and provide feedback to the teacher, undertaking basic record keeping in respect of pupil learning, behaviour support, safeguarding etc.
* Support pupils to understand instructions, support independent learning and inclusion of all pupils.
* Attend to personal care needs to ensure pupil’s wellbeing and health and safety. Assist pupils with eating, dressing and hygiene, as required, whilst encouraging independence
* Support the teacher in behaviour management and keeping pupils on task.
* Support pupils in social and emotional well-being, reporting problems to the teacher as appropriate
* Prepare and clear up learning environment, equipment and resources, including photocopying, filing and the display and presentation of pupils work and contribute to maintaining a safe environment.
* Implement behaviour support programmes for pupils with severe learning and/or emotional problems to ensure pupils’ wellbeing, health, safety and learning needs are met.
* Provide support for the class teacher and colleagues in the manual handling of pupils to ensure pupils’ wellbeing, health and safety is maintained, and assist with the development of hygiene, toilet training and general dressing programmes.
* Attend to pupils’ personal medical care needs following appropriate training.
* Liaise with therapists, as directed, to support the teacher to deliver the specific learning programmes set for each child.
* Comply with policies and procedures relating to child protection, health, safety and security, confidentiality and data protection, reporting all concerns to an appropriate person.
* Support with Breakfast and After School Club as required.

**Teaching Assistants in this role may also undertake some or all of the following:**

* Record basic pupil data.
* Support children’s learning through play.
* Assist with break-time supervision including facilitating games and activities, ensuring health and safety and good behaviour of all.
* Assist with escorting pupils on educational visits, day and residential.
* Support pupils in using basic ICT.
* Invigilate/facilitate assessments.

**Footnote:** This job description is provided to assist the job holder to know what his/her main duties are. It may be amended from time to time without change to the level of responsibility appropriate to the grade of post.

Person Specification

The following outlines the criteria for this post. Applicants who have a disability and who meet the criteria will be shortlisted.

Applicants should describe in their application how they meet these criteria.

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|  | Criteria |
| Qualifications | * Level 1 or 2 Diploma (or equivalent) with proficient practical skills |
| Experience | * Previous experience of working with children or experience of supporting children with additional needs, in particular ASD |
| Skills and Abilities | * Numeracy and literacy skills to GCSE level * Basic IT skills. * Have the ability to relate well to children, understanding their needs and being able to respond accordingly. * Ability to work well as part of a team and to form productive working relationships with adults. * Good influencing skills to encourage pupils to interact with others and be socially responsible. * Ability to behave in a manner that is at all times consistent with the school ethos and values. |
| Knowledge | * Knowledge of policies and procedures relating to child protection, health, safety, security, equal opportunities and confidentiality |
| Behaviour and Attributes | * Enthusiasm for supporting the wellbeing and education of pupils with additional needs, ASD, S&L * Commitment to ensuring the safety and welfare of children * Emotionally intelligent and resilient; able to deal with emotive situations involving children * Act with integrity, honesty, loyalty and fairness to safeguard the reputation of the school * Commitment to equality of opportunity for all * Proactive, flexible and adaptable * Punctual and conscientious |