**Leybourne Ss Peter and Paul CEP Academy**

|  |  |
| --- | --- |
| **Job Description**  **JOB TITLE:** | **Teaching Assistant** |
| **HOURS:** | **17.5 hours a week**  **Term time only (38 weeks, not including staff development days)** |
| **GRADE:** | **Tenax Range 3** |
| **RESPONSIBLE TO:** | **Headteacher** |

This job description may be amended at any time following discussion between the Headteacher and the member of staff.

**Purpose of the Job:**

To work under the direction of the class teacher to enable pupils to learn successfully in class and for the pupil’s provision to be as inclusive as possible. To take direction as appropriate from the Class Teacher or SEND Manager as to what reasonable adjustments should be made for the pupil to be successful in school. To liaise closely with the Class Teacher and SEND Manager to agree suitable provision, including out of class support or supervision as necessary.

**Main duties and responsibilities:**

* To be responsible for the support and wellbeing of pupils with a high level of educational needs. This support will be flexible and tailor-made to the pupil’s needs as necessary.
* Liaise with the class teacher to understand the objectives of each intervention/lesson.
* Assist the teacher with observation and monitoring of the progress of pupils, both educationally and socially.
* Supervise at playtime to ensure the safety and well-being of the children. Participate in and supervise pupils in off-site activities, including those to meet pupils’ individual needs.
* Under the direction of the Class Teacher or SEND Manager to deliver support programmes and activities, differentiating as necessary and prepare resources. Report back progress to the Class Teacher and Inclusion Manager.
* To assist Class Teachers as required.
* Assist with ensuring the school has a stimulating learning environment and ensuring it is of good quality.
* Monitor each morning the reading records/ homework diaries for the children and liaise with class teacher. Assist children to choose appropriate books.
* If necessary, 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
* To have professional regard for the ethos, policies and practices of Leybourne Ss Peter and Paul CEP Academy, and maintain high standards in your own attendance and punctuality
* Such other reasonable duties as the Headteacher may from time to time require.

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 Leybourne Ss Peter and Paul CEP Primary Academy 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.

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 without changing the level of responsibility associated with this post.

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.

Leybourne Ss Peter and Paul CE Primary Academy

Person Specification:

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

|  |  |
| --- | --- |
|  | **CRITERIA** |
| **QUALIFICATIONS** | * NVQ 2 for Teaching Assistants or equivalent      * Good numeracy/literacy skills such as 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 SEND Manager * 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, SEND Manager and parents, recognising the 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 progression in learning * Understanding of the relevant policies/codes of practice and awareness of relevant legislation in the context of the Teaching Assistant role * Knowledge and understanding of National Curriculum programmes of study and/or Early Years Foundation Stage curriculum, including early childhood development * An understanding of how to support and differentiate to enable a child to access their learning * An understanding of inclusion and how it applies in a school setting |
| **Personal characteristics** | Calmness  Confidentiality  Empathy  Enthusiasm  Flexibility  Initiative |

Enhanced DBS required

June 2021