**Orchard Academy Trust**

**Job Description- Allington Primary School**

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**Job Title:** Teaching Assistant

**Reporting to:** Line managed by Inclusion Manager

Ultimately responsible to Headteacher

**Working With:** Class Teacher

**Job Overview**

The role of a Teaching Assistant is to support the Class Teacher by working alongside them to progress pupil’s learning and nurture their wellbeing. Under the direction of the Class Teacher and the Inclusion Manager, they provide general and specific assistance to individuals or groups of pupils.

**Responsibilities and Duties:**

*Pastoral and Welfare*

* Promote pupil’s wellbeing, self-reliance, self-esteem and emotional resilience
* Support pupils in tackling problems and taking action
* Support pupils during transitions in their lives (including transitions that are common to all pupils, such as moving school and puberty, and those that particular only to some, such as bereavement or divorce)
* Facilitate pupil’s learning and development through mentoring (formal or informal)
* Liaise with parents, carers and families of pupils with whom they work.
* Ensure the professional integrity of communications with parents, carers and families through contacts within or outside the school setting
* Develop and maintain working relationships with outside agencies to provide coherent support for pupils’ learning and development

*Special Educational Needs (SEN)*

* Support pupils with disabilities or special educational needs and their families working under the direction of the teacher or Inclusion Manager
* Support pupils with communication and interaction needs
* Support pupils with cognition and learning needs
* Support pupils with social, emotional and mental health needs
* Support pupils with sensory and/or physical needs
* Contribute to moving and handling during therapy sessions
* Work with pupils with additional requirements to meet their pastoral support needs
* Support pupils to learn as effectively as possible in both group situations and 1:1 by, for example:
  + Clarifying and explaining instructions
  + Ensuring pupils are able to use equipment and materials provided
  + Motivating and encouraging pupils
  + Assisting in weak areas e.g. language, behaviour, reading, spelling, handwriting, number
  + Helping pupils to concentrate and finish work
  + Liaising with the teacher and Inclusion Manager in devising complementary learning activities, challenging pupils of the whole ability range with work which is just beyond their current reach.
* Conducting specific intervention programmes as directed by the Class Teacher or Inclusion Manager

*Behaviour*

* To encourage positive behaviour in the context of contributing to the safety, safeguarding and protection of pupils
* Promote pupils’ positive behaviour through the use of agreed behaviour management strategies and supporting pupils in taking responsibility for their own behaviour
* Contribute to the prevention and management of challenging behaviour in pupils; providing intensive support to pupils to help them manage their behaviour both in and outside the classroom or other learning environments
* Identify and quietly pre-empt poor behaviour
* Respond promptly to inappropriate behaviour
* Communicating behaviour concerns to the teacher or Inclusion Manager
* Recording behavioural incidents appropriately, as per the behaviour policy

*English and Maths*

* Under teacher supervision, support English and Maths activities planned by the teacher
* Working within the teacher’s overall planning to plan and implement activities to promote English and Maths development
* Provide English and Maths support to enable pupils to access the wider curriculum

*Supporting the Management of the Midday Break*

* Provide lunch and play supervision, ensuring good standards of behaviour and manners
* Report any incidents of unacceptable behaviour to the teacher, Inclusion Manager or appropriate member of the Senior Leadership Team
* To maintain accurate records of any inappropriate behaviour at lunch time
* To assist with first aid
* To supervise pupils in the school premises according to agreed rotas
* To assist with clearing up spillages in order to maintain safety for pupils and staff

*General*

* Observe and report on pupil performance (working under the direction of the teacher or Inclusion Manager)
* Plan, deliver and evaluate teaching and learning activities under the direction of the teacher or Inclusion Manager
* Contribute to the planning and evaluation of teaching and learning activities
* Observe and promote pupil performance and development; modify or adapt activities to achieve the learning intention
* Prepare and maintain the learning environment to support teaching and learning
* Contribute to maintaining pupil records
* Monitor and maintain curriculum resources to support teaching and learning
* Carry out administrative duties i.e. filing pupil’s records, photocopying
* Ensure familiarity with key policies e.g. child protection, SEN, behaviour
* Any other duties deemed appropriate by the Head of School

**Qualifications and Experience**

* English & Maths GCSE grades C or equivalent are essential
* Experience working alongside children is desirable.

**Skills and Characteristics**

* Must be able to build strong relationships with pupils and staff whilst maintaining professional standards
* Must be willing to uphold and demonstrate the values of Allington Primary School