**Job Description**

**Job Title:** Teaching Assistant - Permanent

**Typically Reports to:** SENDCo

**Liaising with:** Teaching and Support staff

**Disclosure Level:** Enhanced

**Hours:** 33

**Pay range:** Level 2b (Grade 5) scp 6-11 £20,043 – £22,129 pro-rota

**Purpose of the Post**

Under the teacher’s clear guidance, in respect of their work with individuals or small groups, to support the education, personal and social development of students in the class including those with special needs and/or bilingual needs and to establish positive relationships with students and assist them to complete structured learning activities.

**Main Duties and Responsibilities**

**Support for Students**

* Under the clear guidance of the class teacher to implement structured learning activities and to assist individual/group of students to complete tasks.
* To undertake activities to assist in monitoring the personal social and emotional needs of students.
* To develop positive relationships with students to assist student progress and attainment.
* To assist in the devising of student's individual targets and their monitoring and review.
* Support students as part of a planned inclusion programme
* To assist in the development of varying skills that support students' learning.
* To assist in the specific medical/care needs of students when specific training has been undertaken.

**Support for the Teacher**

* To assist in the monitoring/recording of student progress and developmental needs.
* To assist in the production of learning resources.
* To undertake routine classroom administrative tasks including the maintenance of records.
* To assist in student supervision and assist in the management of student behaviour.
* To provide information to the class teacher to assist in the planning of work programmes.
* To liaise with the school's nominated person in respect of student absence.
* To assist with the arrangements for out of school learning activities including the administration of work experience**.**
* Administer routine tests, assist in the invigilation of exams and undertake routine marking of students work

**Support for the School**

* To assist in providing an atmosphere in which effective learning can take place.
* To support the promotion of positive relationships with parents, carers and outside agencies.
* To work within school policies and procedures.
* To attend staff training as appropriate.
* To take care for their own and other people's health and safety.
* To be aware of the confidential nature of issues related to home/student/teacher/school work.

**Support for the Curriculum**

* To assist the delivery of educational and developmental work programmes.
* To support the use of ICT in learning activities

# Equal opportunities

We are committed to achieving equal opportunities in the way we deliver services to the community and in our employment arrangements. We expect all employees to understand and promote this policy in their work.

# Health and safety

All employees have a responsibility for their own health and safety and that of others when carrying out their duties and must help us to apply our general statement of health and safety policy.

# Safeguarding Commitment

This school is committed to safeguarding and protecting the welfare of children and young people and expects all staff and volunteers to share this commitment.

# Attendance

# Good attendance enhances the service delivered by school, minimises staffing difficulties and ensures best value to the school. It is essential that applicants for positions in this school can evidence a previous satisfactory attendance record/commitment to sustaining regular attendance at work.

**Person Specification**

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| --- | --- | --- |
| **Personal Attributes required on the basis of the job description** | **Essential (E) or Desirable (D)** | **To be identified by:**  **Application form (AF), interview (I), Reference (R)** |
| **Qualifications**   * NVQ level 2 or above qualification (or equivalent) | E | AF/I/R |
| **Experience**   * Experience of working with children * Experience of working in a relevant classroom environment * Experience of Administrative work * Experience of supporting pupils with challenging behaviour | E  E  D  D | AF/I/R  AF/I/R  AF/I/R  AF/I/R |
| **Knowledge/skills/abilities**   * Ability to operate at a level of understanding and competence equivalent to NVQ Level 2 standard * Ability to relate well to students * To work as part of a team * Good communication skills * Ability to supervise and assist pupils * Excellent time management skills * Excellent organisational skills * Knowledge of classroom roles and responsibilities * Understand the concept of confidentiality * First Aid Certificate * Good administrative skills * Knowledge of strategies used in supporting students * Ability to use ICT equipment * Ability to assess children’s development * Ability to plan and deliver work programmes | E  E  E  E  E  E  E  E  D  E  D  D  E  E  E | AF/I/R  AF/I/R  AF/I/R  AF/I/R  AF/I/R  AF/I/R  AF/I/R  AF/I/R  AF/I/R  AF/I/R  AF/I/R  AF/I/R  AF/I/R  AF/I/R  AF/I/R |
| **Other**   * Commitment to undertake in-service development * Commitment to safeguarding and protecting the welfare of children * Satisfactory attendance record | E  E  E | AF/I/R  AF/I/R  AF/I/R |