

Colnbrook C. of E. Primary School

Job Description			
Job Title	Teaching Assistant Learning Resource Unit/Special Educational Needs	Job Holder	
Author	S. Marsh	Date Created	June 2016
Date Reviewed		Next Review Date	June 2018

This Job Description sets out the scope, duties, responsibilities and working practices that the successful applicant will be required to undertake, discharge and demonstrate on an ongoing basis.

Outline Description of Role

To raise the achievement of identified pupils with Special Educational Needs by supporting their learning within the classroom or within the Learning Resource Unit.
To deliver programmes and interventions appropriate to individuals or groups.

Key:

E – Of Essential Importance and Central to Job Role
D – Desirable

Responsibilities		E	D
1.	To liaise effectively with and work under the direction of teachers.	<input checked="" type="checkbox"/>	<input type="checkbox"/>
2.	Take responsibility to organise and maintain the learning environment.	<input checked="" type="checkbox"/>	<input type="checkbox"/>
3.	Contribute effectively to the overall ethos of the school.	<input checked="" type="checkbox"/>	<input type="checkbox"/>
4.	To provide effective support for pupils with special educational needs as directed, working with individuals or small groups.	<input checked="" type="checkbox"/>	<input type="checkbox"/>
5.	To assist in the educational and social development of pupils under the direction of the LRU Teacher/ Senior Leaders.	<input checked="" type="checkbox"/>	<input type="checkbox"/>
6.	Implement the School's Behaviour Management Policy and contribute to effective behaviour management.	<input checked="" type="checkbox"/>	<input type="checkbox"/>
7.	To assist pupils appropriately with personal hygiene needs in accordance with relevant guidance policies and procedures in force at the relevant time	<input type="checkbox"/>	<input checked="" type="checkbox"/>
8.	Assist in the implementation of Individual Education Plans and/or setting targets for pupils and monitoring progress.	<input checked="" type="checkbox"/>	<input type="checkbox"/>
9.	Provide support for individual pupils and small groups of pupils inside and outside the classroom to enable them to participate fully in learning tasks and social activities.	<input checked="" type="checkbox"/>	<input type="checkbox"/>
10.	Promote independence and support strategies to recognise and reward pupils' achievement of self-reliance.	<input type="checkbox"/>	<input checked="" type="checkbox"/>
11.	To follow instructions correctly and communicate effectively.	<input type="checkbox"/>	<input checked="" type="checkbox"/>
12.	To establish supportive and appropriate relationships with pupils, staff, parents and external agencies as appropriate.	<input checked="" type="checkbox"/>	<input type="checkbox"/>



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13.	Provide basic first aid support and to refer to named first aiders for advice as necessary.	<input type="checkbox"/>	<input type="checkbox"/>
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Duties		E	D
14.	To supervise Breakfast Club, The Walking Bus, The Quiet Room and after school clubs as timetabled and under the direction of the senior staff.	<input type="checkbox"/>	<input type="checkbox"/>
15.	To provide lunchtime cover for SEN pupils as timetabled.	<input type="checkbox"/>	<input type="checkbox"/>
16.	To provide basic first aid as timetabled.	<input type="checkbox"/>	<input type="checkbox"/>
17.	With assistance maintain one or more areas of the School for example the Maths cupboard/resources.	<input type="checkbox"/>	<input type="checkbox"/>
18.	To mark/comment on the learning of pupils supported, in accordance to the marking policy and as directed by teachers.	<input type="checkbox"/>	<input type="checkbox"/>
19.	Photocopy and prepare suitable materials for lessons and displays.	<input type="checkbox"/>	<input type="checkbox"/>
20.	Monitor stationery and supplies.	<input type="checkbox"/>	<input type="checkbox"/>
21.	Record pupils' activities and achievements as directed by the LRU manager including weekly reports detailing attainment, progress and concerns as appropriate.	<input type="checkbox"/>	<input type="checkbox"/>
22.	Work with and deliver programmes provided by outside agencies such as the Educational Psychologist or the Speech & Language Therapist.	<input type="checkbox"/>	<input type="checkbox"/>
23.	Set a good example in terms of dress, punctuality and attendance, and act as an appropriate role model at all times.	<input type="checkbox"/>	<input type="checkbox"/>
24.	Develop effective working relationships with professional colleagues, and always maintain appropriate professional boundaries in relationships with children and work colleagues.	<input type="checkbox"/>	<input type="checkbox"/>
25.	Develop own professional knowledge, skills and understanding through active participation at meetings and training.	<input type="checkbox"/>	<input type="checkbox"/>
26.	Provide support to the teacher by accompanying pupils on off-site activities in accordance with relevant guidance policies and procedures in force at the relevant time.	<input type="checkbox"/>	<input type="checkbox"/>
27.	Undertake any other duties required by the Head Teacher that are commensurate with the grade and level of responsibility of this post, for which the post holder has the necessary experience and/or training.	<input type="checkbox"/>	<input type="checkbox"/>

Compliance		E	D
28.	Ensure a high level of confidentiality at all times.	<input type="checkbox"/>	<input type="checkbox"/>
29.	Demonstrate professional conduct at all times.	<input type="checkbox"/>	<input type="checkbox"/>
30.	Compliance with School Policies and Procedures.	<input type="checkbox"/>	<input type="checkbox"/>
31.	Compliance with requirements and relevant statutory, non-statutory guidance and policies and procedures for safeguarding.	<input type="checkbox"/>	<input type="checkbox"/>
32.	Support, promote and comply with decisions and policies agreed by the SLT, the local governing body and Board of Directors.	<input type="checkbox"/>	<input type="checkbox"/>
33.	Compliance with Data Protection Principles.	<input type="checkbox"/>	<input type="checkbox"/>
34.	Compliance with Health and Safety rules and regulations.	<input type="checkbox"/>	<input type="checkbox"/>

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35.	Concerns regarding breach of duty, whistleblowing or any other unethical or unlawful practice by any person to be brought to Employer's attention.		
36.	Show respect to all colleagues, pupils, parents and key stakeholders and understand and adhere to the School's requirement of dignity at work at all times.	