**HURSTMERE SCHOOL**

**Teaching Assistant**

**Job Description for:**

**Line Manager:** AEN Managers

**Responsible to:** SENCo

**Core Purpose**

To assist in promoting the learning and personal development of the pupil to whom you are assigned, to enable him to make best use of the educational opportunities available to them.

**Specific Responsibilities**

1 To aid the pupil to learn as effectively as possible both in group situations and on his/her own by, for example:

Clarifying and explaining instructions

Ensuring the pupil is able to use equipment and materials provided

Motivating and encouraging the pupil(s) as required by providing levels of individual attention, reassurance and help with learning tasks as appropriate to pupils’ needs

Assisting in weaker areas, e.g. speech and language, reading, spelling, numeracy, handwriting/presentation etc

Using praise, commentary and assistance to encourage the pupil to concentrate and stay on task

Liaising with class teacher, SENCO and other professionals about Pathway Plans and Education Health and Care Plans, contributing to the planning and delivery as appropriate

Providing additional nurture to individuals when requested by the class teacher or SENCO

Consistently and effectively implementing agreed behaviour management strategies

Helping to make appropriate resources to support the pupil

2 To establish supportive relationships with the pupil concerned

3 To promote the acceptance and inclusion of the pupil with SEN, encouraging pupils to interact with each other in an appropriate and acceptable manner

4 Monitor the pupil’s response to the learning activities and, where appropriate, modify or adapt the activities as agreed with the teacher to achieve the intended learning outcomes.

5 To give positive encouragement, feedback and praise to reinforce and sustain the pupil’s efforts and develop self-reliance and self-esteem.

6 To mark pupils’ work under the direction of the class teacher

7 To support the pupil in developing social skills both in and out of the Classroom

8 To support the use of ICT in learning activities and with specific programmes to support learning.

9 To provide regular feedback on the pupil’s learning and behaviour to the teacher/SENCO, including feedback on the effectiveness of the behaviour strategies adopted

10 Under the direction of the teacher, carry out and report on systematic observations of pupils to gather evidence of their knowledge, understanding and skills upon which the teacher makes judgements about their stage of development

11 When working with a group of pupils, understand and use group dynamics to promote group effectiveness and support group and individual performance

12 Where appropriate, to know and apply positive handling techniques for which training will be provided if needed

13 To know and apply school policies on Child Protection, Health and Safety, Behaviour, Teaching and Learning, Equal Opportunities etc

14 Where appropriate to develop a relationship to foster links between home and school, and to keep the school informed of relevant information

15 To be aware of confidential issues linked to home/pupil/teacher/school

16 To contribute towards reviews of the pupil’s progress as appropriate

17 To comply with legal and organisational requirements for maintaining the health, safety and security of yourself and others in the learning environment

18 To take part in training activities offered by the school to further knowledge and skills of working with a child with specific learning difficulties

19 To be willing to support playground/break time supervision e.g. educational games, homework clubs etc

20 To accompany teacher and pupils on educational visits

21 To provide individual support, as required, during examination sessions

This job description sets out the duties of the post at the time it was drawn up. The post holder may be required from time to time to undertake other duties within the school as may be reasonably expected, without changing the general character of the duties or the level of responsibility entailed. This is a common occurrence and would not justify a reconsideration of the grading of the post.

Hurstmere School is committed to safeguarding and promoting the welfare of children and young people and expects all staff and volunteers to share this commitment. Offers of employment are subject to a satisfactory enhanced DBS disclosure and other employment checks.

## Signed by Principal: ............................................................

## Member of Staff: ................................................................

## Date: ...................................................................................