

JOB DESCRIPTION FOR TEACHING ASSISTANT SPECIAL NEEDS FOR A SPECIFIC CHILD

LEIGH ON MENDIP FIRST SCHOOL

RELATIONSHIPS

The postholder will:

- be responsible to the head teacher and class teacher and carry out tasks under their supervision.
- seek to establish and maintain friendly working relationships with colleagues.
- contribute to a positive whole-school ethos.

PURPOSE

To work together with the head teacher, teachers and other teaching assistants to promote effective learning for a specific child in a stable, caring and supportive environment.

To support children's learning in our Year 2/3/4 class. Work may be carried out in the classroom or outside the main teaching area.

MAIN DUTIES AND RESPONSIBILITIES

Support for Child

- Attend to the child's personal needs, and implement related personal programmes, including social, health, physical, hygiene, first aid and welfare matters as appropriate
- Supervise and support the child ensuring their safety and access to learning
- Assist with the development and implementation of the child's Individual Education Plans and Personal Care programmes
- Establish constructive relationships with pupil, act as role model, and interact with them according to individual needs
- Promote the inclusion and acceptance of all pupils
- Encourage the child to interact with others and engage in activities led by the teacher
- Set challenging and demanding expectations and promote self-esteem and independence
- Provide feedback to the child in relation to progress and achievement under guidance of the teacher

Support for Teacher

- Create and maintain a purposeful, orderly and supportive environment, in accordance with lesson plans and assist with the display of the child's work
- Be aware of the child's problems/progress/achievements and report to the teacher as agreed
- Assist with the planning of learning activities

- Monitor the child's responses to learning activities and accurately record achievement/progress as directed
- Provide detailed and regular feedback to teachers on the child's achievement/progress as directed
- Provide detailed and regular feedback to teachers on the child's achievement, progress, problems etc.
- Promote good behaviour, dealing promptly with conflict and incidents in line with established policy and encourage the child to take responsibility for their own behaviour
- Gather/report information from/to parents/carers as directed
- Administer routine tests and invigilate exams and undertake appropriate marking of pupils' work
- Provide clerical/admin support for learning e.g. photocopying, word processing and filing

Support for the Curriculum

- Undertake structured and agreed learning activities/teaching programmes, adjusting activities according to pupil responses
- Undertake programmes linked to local and national learning strategies recording achievement and progress and feeding back to the teacher
- Support the use of ICT in learning activities and develop the child's competence and independence in its use
- Prepare, maintain and use equipment/resources required to meet the lesson plans/relevant learning activity and assist the child in their use

Support for the School

- Be aware of and comply with policies and procedures relating to child protection, health, safety and security, confidentiality and data protection, reporting all concerns to an appropriate person
- Be aware of and support difference and ensure the child has equal access to opportunities to learn and develop
- Contribute to the overall ethos/work/aims of the school
- Appreciate and support the role of the other professionals
- Attend and participate in relevant meetings as required
- Participate in training and other learning activities and performance development as required
- Assist with the supervision of the child out of lesson times including lunchtimes and playtimes
- Accompany the child on visits, trips and out of school activities as required
- To undertake other relevant duties allocated at the discretion of the classroom teacher, head teacher or other designated supervisor.

Key Characteristics

- To help promote and encourage positive relationships between parents/carers, the community and the school
- To work collaboratively as part of the whole school team