St. Leonard's Church of England Primary School

Job Description: Teaching Support Assistant

Salary Spine point 10-13 (£11,698.01-£12,115.99 actual)

Pro-rata term time only (25 hours)
Responsible to: SENCO / Class teacher/ Head teacher

Responsible for: A child with Special Educational Needs

Main Purpose
Initially under the direction of the SENCO / Class Teacher, support a pupil to facilitate their access to a broad and balanced curriculum.
To assist the classteacher in providing a stimulating educational environment in which all pupils can achieve their potential.

Accountabilities

1. Helping pupils to learn as effectively as possible in group sessions and individually by:

    - Clarifying and explaining instructions
    - Ensuring they are able to use equipment and materials properly
    - Motivating and encouraging as required
    - Assisting in weaker areas e.g. language, behaviour, Numeracy, literacy, presentation
    - Meeting physical needs whilst encouraging independence
    - Establishing a supportive relationship with the pupils in order to promote/reinforce their self esteem
    - Reinforcing the learning principles being introduced by the teacher
    - Promoting personal and social development and citizenship skills

2. Providing regular feedback about pupils to the classteacher.

3. Assisting class teachers (and other professional staff) in the development of suitable programmes of support (IEPs) for pupils who need learning support.

4. Contributing towards the planning, monitoring, evaluation and record keeping of individual record plans.

5. Participating in lesson planning and annual review meetings of individual pupils.

6. Having an awareness of confidential issues linked to home/ pupil/ teacher/ schoolwork and keep confidences appropriately.

7. Attending relevant in-service training.

8. Attend school trips and plan for the child's need on the trips.

9. To take responsibility, appropriate to the post for tackling unlawful discrimination amongst all groups in line with the Equalities Act 2010.

10. To remain vigilant and do everything possible to protect children and others from abuse of a physical, emotional, sexual, neglect, financial or institutional nature. This includes an absolute requirement to report to the Head teacher any incident of this nature you witness, hear about or suspect.

11. In carrying out the tasks in this job description you have a duty (under Health and Safety legislation) to take reasonable care for the health and safety of yourself and that of others. This implies taking positive steps to monitor and maintain a safe and secure working environment. It is expected that whilst maintaining an effective and efficient working environment you will comply with safety rules and procedure and ensure that nothing you do, or fail to do, puts yourself or others at risk. This includes contributing to a safe and secure environment for the school community.

12. Be completely aware when working with computerised systems of your responsibilities under the Data Protection Act 1998 for the security, accuracy and significance of personal data held on such systems.

13. To carry out as and when required, any additional tasks and responsibilities as are reasonably compatible with this job description and its objectives.

Ethos Statement

Recognising our historic foundation, we will reserve and develop our religious character in accordance with the principles of the Church of England and in partnership with our Parish Church and Diocese of Southwark.
Serving our community by providing education of the highest quality within the context of Christian belief and practice. We will encourage and nurture an understanding of the Gospel, promoting the Christian values of Faith, Hope, and Love to all our pupils and their families. Therefore members of staff are expected to have regard for the Christian character of the school and it's Foundation, enabling children to benefit from a high quality of education in a distinctly Christian environment.

Competency Based Person Specification	
Post – Teaching Support Assistant	
Key Knowledge	• Appropriate knowledge of first aid • Use of basic technology- computer, tablet, mobile devices, photocopier. • Ability to relate well to children and adults • Be able to model standard English correctly • Be able to maintain a professional appearance • To have knowledge of strategies that could be employed to support a child who is on the autistic spectrum
Relevant Experience	• Numeracy and literacy qualification at NVQ level 3, or equivalent • Ability to communicate effectively and work in partnership with parents • Ability to work with and implement a programme devised by outside agencies including Speech and Language Therapists and Occupational Therapists
Key Competencies	• **Team working:** Works in a positive and co-operative way, learning from others and contributing to the development of the team. • **Caring Effectively:** Demonstrates sensitivity, respect and kindness towards families, ensuring their needs are met within care plans. • **Communicating in writing**: Write clearly and effectively for a range of recipients, using standard English. • **Communicating Orally:** Communicates successfully by matching the message to the listener and conveying key points clearly using standards English. • **Analysing and Evaluating**: Identifies key issues, patterns and trends after analysing information systematically. • **Working with numbers:** Able to carry out basic calculations with consistent accuracy. • **Making Decisions:** Makes effective decisions based upon an analysis of all pertinent information • **Demonstrating Resilience:** Demonstrates positive, controlled and consistent behaviour even in crisis situations. • **Maintaining Integrity:** Sets clear boundaries, maintains personal integrity and adheres to good practice. • **Developing New Skills:** Is committed to own development and seeks and embraces opportunities to improve skills and knowledge. • **Respecting Diversity:** Seeks to develop an understanding of different group and individuals and works to ensure equitable and appropriate treatment for all. • **Planning**: Understand the need to plan an appropriate level of work to ensure pupil progression as well as assisting in assessments.
Safeguarding	Displays commitment to the protection and safeguarding of children and young people, and has an up-to-date knowledge of relevant legislation and guidance in relation to working with and protection of, children and young people.