

**Job Profile: Teaching Assistant**

**Hours: 36 Hours a week (Term time only)**

**Salary: £15,308 Pro-rated over 39 Weeks per year**

**Responsible to:** Head of SENCO

Working in partnership with : Head of Centre, Class Teachers, Leadership Team Higher Level Teaching Assistants, and other Teaching Assistants

**Person Specification**

* Good level of written and spoken English
* Numerate
* Basic IT skills
* Able to follow instructions
* Able to plan and prioritise regular and irregular tasks
* Able to clarify and explain instructions to pupils
* Able to communicate effectively with pupils
* Able to motivate pupils to learn
* Able to assist with the organisation of the learning environment
* Able to undertake routine tasks under the direction of a teacher
* Craft skills
* Able to maintain records and pupil files
* Able to work effectively with adult team members
* Maintains **Confidentiality inside** and **outside** the **workplace**

**Responsibilities in relation to Mainstream Support**

To support teachers with their responsibility for the development and education of children in schools. Uses routine supervision and care skills to support pupils.

To provide Keyworker support to individual pupils, this may be across and extended school day.

To have a flexible and sympathetic approach that takes into consideration the sensory and social communication needs of students with autism.

Under the direction and supervision of the teacher:

* Assists in the delivery of educational work programmes by participating in day-today learning activities
* Discusses with and reports back to the teacher on the planning an assessment of pupil work
* Organises and maintains the learning environment (displays and resources)
* Works as part of a team to ensure that the well being, behaviour and personal development of pupils enhances their learning opportunities and life skills
* Maintains confidentiality inside and outside workplace
* Understands and applies school policies

**Responsibilities in relation to Special Needs Support: Level 1**

Supports the teacher with their responsibility for the development and education of pupils with **special needs.**

Uses ASD specific supervision and care skills to support pupils, **including** those who have **physical, emotional or educational needs**.

Under the direction and supervision of the teacher:

* **Assists in the delivery of individual work programmes** for pupils with statements of special educational needs using agreed ASD strategies
* **Monitors progress** and **contributes to future planning**
* Works with small groups of pupils as required
* Organises and maintains the learning environment (displays and resources)
* Liaise with parents in keyworker role to support continuity of approach between home and school where possible

**Level 2 post holders should demonstrate the competencies identified for the Level 1 posts listed above, together with additional competencies from the list below:**

* Develops and uses specialist skills in, for example, literacy, numeracy or science, to contribute to pupil learning
* Assists with planning, preparation and development of work programmes for individuals and groups of pupils and prepares resources to support learning activities
* Monitors and evaluates pupil progress and reports on this to the class teacher/Head of Learning Support
* Discusses with the teacher/Head of centre and contributes to curriculum and classroom planning
* Works as part of a team to ensure that the wellbeing, social and personal development of pupils enhances learning opportunities and life skills
* Organises and maintains the learning environment and takes responsibility for specific aspects of class organisation and administration
* Works as part of a team to ensure that the wellbeing, behaviour and personal development of the pupil(s) enhances learning opportunities and life skills
* Maintains **confidentiality inside** and **outside** the **workplace**
* Under the guidance of the Head of Centre to plan learning activities to suit pupil ability
* Able to develop specific knowledge and expertise to work with groups of pupils to deliver aspects of the curriculum
* Able to plan and organise learning activities for pupils, in liaison with the Head of Centre
* Able to prepare resources for teaching and learning activities
* Able to contribute to discussion on curriculum delivery and classroom planning
* Able to think through and implement strategies to enhance pupil learning, in liaison with the Head of Learning Support
* Able to plan and organise own work schedule, **in liaison with the Head of Centre**
* Able to undertake administrative procedures as required by the Head of Centre

**Other:**

* To undertake any other duties, commensurate with the grade, as reasonably requested by the Headteacher

**Supervision Arrangements:**

* Yearly formal review of performance with Head of Centre
* Yearly informal review of performance with Head of Centre
* Termly departmental meeting with Head of Learning Support & Head of Centre
* Observation of classroom and individual support work by Head of Centre

**Continuing Professional Development:**

* To develop SEN and Autism specific knowledge and understanding through the Surrey and NAS CPD programmes. To take responsibility for your broader personal professional development, in conjunction with the line manager, keeping up-to-date with developments related to school efficiency, which may lead to improvements in the day-to-day running of the school