Job description for:	Teaching Assistant
Grade:	4
Working hours per week	20
Working weeks per year	38 (term time only)
Contract type	Fixed- term until 31 August 2022
Principle place(s) of work	Glory Farm Primary School
Immediate line manager	SENDCo/Deputy SENDco
Manages	None
Job purpose	To work under the instruction and guidance of teaching and senior staff to undertake work, care and support programmes, to enable access to learning for pupils with Special Needs, within class and through one to one work.

Main Duties/Responsibilities:

1. SUPPORT FOR PUPILS

- To develop an understanding of the additional educational needs of the pupil concerned.
- To take into account the pupil's additional needs and ensure their access to learning.
- To build and maintain successful relationships with pupils, treat them consistently, with respect and consideration.
- To help promote independent learning.
- To help reinforce learning.
- To assist pupils with physical needs.
- To help pupils record work.
- To help keep pupils on task and achieve learning goals.
- To model good practice.
- To help build pupils confidence and enhance self-esteem.

2. SUPPORT FOR TEACHERS

- To have formal and informal meetings with teachers/SENCo to contribute to planning lessons/activities.
- To prepare pupils beforehand for a task.

- To work on differentiated activities with identified pupils.
- To support the teacher in implementing specific teaching programmes.
- To supervise practical tasks.
- To carry out structured classroom assessment/observation and feedback outcomes

3. SUPPORT FOR THE SCHOOL

- To work as part of the team in relation to individual pupils, liaising, advising and consulting where appropriate.
- 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 all pupils have equal access to opportunities to learn and develop.
- Contribute to the overall ethos, work and aims of the school.
- Appreciate and support the role of other professionals.
- Participate in training and other learning activities and performance development as required.

Additional duties

- To be aware of their responsibilities for health and safety for themselves and others.
- To provide a commitment to safeguarding the welfare of children.

The post holder may be required to perform duties other than those given in the job description for the post. The particular duties and responsibilities may vary from time to time without changing the general character of the duties or the level of responsibility entailed.

Bernwode Schools Trust is committed to safeguarding children. The successful candidate will be subject to a Disclosure and Barring Service check (formerly CRB) in line with Section 115 of the Police Act 1997.

Details of the Academy's policies relating to the Employment of Ex-Offenders and the Secure Storage, Handling, Use, Retention and Disposal of Disclosure and Barring Certificates and Disclosure information are included on our recruitment webpage.

Person Specification

	Essential Criteria	Desirable Criteria
Education	● English and Mathematics at GCSE grade C or above, or an equivalent qualification.	● Completion of DfES Teacher Assistant Induction Programme ● First aid training/training as appropriate ● Training in the relevant learning strategies e.g. literacy ● NVQ 2 for Teaching Assistants or equivalent qualifications or experience
Relevant experience	● Worked with children. ● Worked in a similar role at a school/setting	● To undertake any training relevant to the role.
Relevant knowledge	● Computer literacy across Microsoft products	● Knowledge of Health and Safety legislation as it relates to the work of a school
Relevant skills/ aptitudes	● Understanding of relevant polices/codes of practice and awareness of relevant legislation ● General understanding of National/Foundation Stage Curriculum and other basic learning programmes/strategies ● Basic understanding of child development and learning ● Ability to self-evaluate learning needs and actively seek learning opportunities ● Ability to relate well to children and adults ● Work constructively as part of a team, understanding classroom roles and responsibilities and your own position within these. ● Flexibility in their working approach. ● The ability to maintain discretion and confidentiality and demonstrate sensitivity to the needs of all children	● Effective use of ICT to support learning ● Use of other equipment technology –photocopier etc.

	Essential Criteria	Desirable Criteria
Other	• An awareness of responsibilities for health and safety of themselves and others. • Successful and satisfactory background check received from the Disclosure and Barring Service (DBS) after interview and before appointment.	