



## **JOB DESCRIPTION**

**TITLE OF JOB** : **TEACHING ASSISTANT**  
**LOCATION** : **HAWES DOWN PRIMARY SCHOOL**

**NAME:**

**NUMBER OF WORKING HOURS PER WEEK:**

Any additional hours worked must be agreed by your line manager (Mrs Sue Rowedder) prior to the work being carried out.

### **CORE PURPOSE**

To enhance the learning of pupils who have a wide range of learning needs under the direction of the head teacher, SENCO and teaching staff by:

- Enabling the pupils to gain independence and participate fully in the curriculum and general life of the school.
- Encouraging children to achieve their potential by stimulating their enthusiasm for learning and also their determination to succeed.
- Being adaptable and empathetic whilst following the school's behaviour policy.

### **1. REASON JOB EXISTS**

To provide support to teachers in the management of pupils' learning.

### **2. DUTIES**

The jobholder need not fulfil all of the duties listed below but should have the ability to fulfil all or most of the duties.

- Assist with the planning and delivery of learning activities.
- Monitor and evaluate pupils' learning and behaviour.
- Use specialist knowledge or experience to support pupils' learning.
- Liaise, under the direction of the head teacher, SENCO and teaching staff, with parents, carers and professional staff (such as Educational Psychologists and Speech Therapists) in order to promote the learning of each pupil.
- Use initiative to develop and implement actions that will promote the inclusion of the pupil with his/her peers.
- Assist with the planning and delivery of provision maps/individual education plans (or other pupil-specific plans).
- Attend to pupils' personal needs, including social, health, hygiene, first-aid and welfare matters.
- Accompany teachers and pupils on out-of-school activities and take responsibility for pupil(s), under the direction of a teacher.



- Administer routine tests which may include individual support outside the classroom.
- Break time supervision.
- Support the use of ICT in learning activities and develop the pupil's competence and independence in its use.

### 03. EQUALITIES

Ensure that pupils have equality of access to opportunities to learn and develop to their full potential.

### 4. HEALTH AND SAFETY

Be aware of and comply with policies and procedures relating to child protection, health, safety and security, confidentiality and data protection; and report all concerns to an appropriate person.

### 5. ADDITIONAL INFORMATION

The jobholder is required to contribute to and support the overall aims and ethos of the school. All staff are required to participate in training and other learning activities, and in performance management and development, as required by the school's policies and practice.

All staff must adhere to the Staff Code of Conduct, Dress Code, and Staff e -Safety Policy. Failure to follow the Code or Policy may lead to disciplinary action.

The jobholder may be directed by the class teacher to facilitate the learning of specific children should the teacher feel that they are not making progress within a lesson.

**\*\* The duties and responsibilities listed above describe the post as it is at present. The post holder is expected to accept any reasonable alterations or requests that may from time to time be necessary.**

### 6. SUPERVISION

The jobholder is managed by the SENCO but may work with several teachers. The jobholder works under the day-to-day direction and supervision of the teacher to whom he/she is assigned.

The frequency of meetings is determined by the school's performance management policies and practice.

No supervision of staff.

### 7. JOB CONTEXT

The jobholder is one of a team of teachers and assistants who support the learning of pupils. Flexibility by all staff is important in order to meet the varied needs of pupils.

The principal focus of the job is to support individual pupils who have special educational needs. This requires the jobholder to be able to adapt his/her work to the specific needs of the pupil (or small group of pupils), this includes:



- Motivating and encouraging the pupil(s) as required by providing appropriate levels of individual attention.
- Clarifying and explaining instructions, as required.
- Making appropriate resources to support pupils.
- Providing reassurance and help with the learning tasks as appropriate to the pupils needs.
- Providing support with emotional or behavioural difficulties and helping develop pupils' social skills both in and out of the classroom.
- Establishing productive working relationships with both pupils and other adults, acting as a role model and setting high expectations.
- Promoting independence.

## 8. CONTACTS

The jobholder works with teachers and pupils and has occasional contact with parents and carers, under the direction of the head teacher, SENCO and class teacher to whom he/she is assigned.

## 9. KNOWLEDGE, EXPERIENCE AND TRAINING

- Excellent knowledge of all teaching subjects.
- Have the confidence and energy to successfully handle difficult behaviour.
- Experience of supporting children with special needs.
- Strong behavioural management skills.
- Experience of working with or caring for children of the relevant age.
- Excellent numeracy and literacy skills.
- Basic knowledge of first aid.
- Ability to use modern technology, including photocopier and personal computer.
- Ability to work in a team

## 7. PHYSICAL EFFORT

*To what extent does the job involve physical effort/strain over and above what would normally be incurred in a day-to-day office environment?*

The job may involve lifting children after falls or accidents

## 8. WORKING ENVIRONMENT

*To what extent is the job exposed to objectionable, uncomfortable or noxious conditions over and above what would normally be experienced in a day-to-day office environment.*

The job may on very rare occasions, include clearing up blood or other bodily fluids of children after accident or sudden illness.

Signed .....

Date .....