

TUBBENDEN PRIMARY SCHOOL
JOB DESCRIPTION
BR6



TEACHING ASSISTANT ADDITIONALLY RESOURCED PROVISION

MAIN PURPOSE OF THE JOB

The Teaching Assistant will work with individuals, small groups and in support of whole class activities. The TA will provide interventions according to the pupils' needs, and will provide positive learning experiences for pupils in the ARP, enabling them to access activities through creativity, positivity and initiative, under the guidance of the class teacher. The TA will also assist the teacher in the management of teaching and learning of pupils. They will be a member of a multi-disciplinary team, under the leadership and supervision of the class teacher and ARP Lead Teacher.

SUMMARY OF RESPONSIBILITIES AND DUTIES

SUPPORT FOR PUPILS

- Provide intervention and deliver learning experiences that meets the needs of the pupils in the ARP.
- Supervise and provide particular support for individuals according to their needs and EHCP requirements, ensuring their safety, well-being and ability to access learning activities.
- Assist with the development and implementation of targets, Personal Learning Plans, Support Plans and Personal Care programmes.
- Establish constructive, positive relationships with pupils and interact with them according to individual needs.
- Promote the inclusion and acceptance of all pupils.
- Encourage pupils 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 pupils in relation to progress and achievement under guidance of the teacher.

SUPPORT FOR TEACHERS

- Create and maintain a purposeful, orderly and supportive learning environment.
- Use strategies, in liaison with the teacher, to support pupils to achieve Personal Learning Plans and EHCP outcomes.
- Assist with the planning, preparation and delivering of learning activities.
- Monitor pupils' responses to learning activities and accurately record achievement/progress as directed.
- Provide detailed and regular feedback to teachers on pupils' achievement, progress, concerns, etc.
- Promote good pupil behavior management strategies, dealing promptly with escalation of feelings and behaviours in line with established policy and encourage pupils to take responsibility for their own emotional regulation. Record incidents and conflicts according to policy.
- Establish constructive and supportive relationships with parents, carers, pupils and colleagues.

- Support the class teacher in marking of pupils' work according to the marking policy.
- Provide clerical/admin support, e.g. photocopying, typing, filing, administer coursework at non-key learning times.

SUPPORT FOR THE CURRICULUM

- Deliver specific interventions and therapy outlined in pupils' EHCPs.
- Deliver learning tasks and interventions to pupils, adjusting activities according to pupil responses.
- Deliver English and Maths tasks to pupils, recording achievement and progress and feeding back to the teacher.
- Supply the use of ICT in learning tasks and develop pupils' competence and independence in its use.
- Prepare, maintain and use equipment/resources required to meet the lesson plans/ relevant learning activity and assist pupils in their use.

SUPPORT FOR THE SCHOOL

- Be aware of, and comply with, policies and procedures relating to child protection, health, safety and security and data protection, reporting all concerns to an appropriate person.
- To work collaboratively and liaise with other services as appropriate, particularly in relation to safeguarding the wellbeing of all children and young people.
- Be aware of confidential issues linked to home/pupil/teacher/school/work and to keep confidences as appropriate.
- Be aware of, and support, diversity and ensure all pupils have equal access to opportunities to learn and develop.
- Contribute to the overall ethos/work/aims of the school.
- Appreciate and support the role of 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 pupils out of lesson times, including before and after school.
- Accompany teaching staff and pupils on visits, trips and out of school activities, as required, and take responsibility for the Named Child and/or group under the supervision of the teacher.
- Assist with the maintaining of the environment including the classrooms and other ARP areas

EQUALITIES

Ensure implementation and promotion in employment and service delivery of the Trust's equal opportunities policies and statutory responsibilities.

Signature of Post Holder

Date



TUBBENDEN PRIMARY SCHOOL

Person Specification

BR6

TEACHING ASSISTANT ADDITIONALLY RESOURCED PROVISION

EXPERIENCE (Essential Requirements)

Working with or caring for children of relevant age.

QUALIFICATIONS/TRAINING (Essential Requirements)

- Good numeracy/literacy skills.
- Completion of DCSF Teacher Assistant Induction Programme.
- NVQ2 in Teaching Assistance or equivalent qualifications or experience.
- Training in the literacy/numeracy strategy.
- First aid training/training in specific medical procedures, as appropriate.

KNOWLEDGE/SKILLS (Essential Requirements)

- Effective use of ICT to support learning.
- Knowledge of relevant policies/codes of practice and awareness of relevant legislation.
- General understanding of national curriculum and other basic learning programmes.
- 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.
- Positivity and resilience.