

ARNOLD ACADEMY

JOB DESCRIPTION

NAME:**JOB TITLE:****Teaching Assistant Chiltern – Level 3****PAY SCALE:****Grade 3C (Starting Point 15 – range 15-18)****RESPONSIBLE TO:**

Headteacher/Leader of ASC Provision/Classroom teacher

JOB PURPOSE:

Under the instruction and guidance of teaching staff/managers, to undertake educational activities and attend to the educational, personal and social needs of pupils in order to support their learning and development and to ensure their safety.

MAIN RESPONSIBILITIES:**Support for Pupils in the Autism Provision and for ASC pupils in class**

1. To develop knowledge of a range of learning support strategies and to develop an understanding of the specific needs of the children to be supported.
2. To attend to the educational, personal and social needs of pupils and any other requirements depending on the pupil's special needs and, wherever possible, make these part of the learning experience.
3. Taking into account the learning support involved, to aid the children to learn as effectively as possible both in group and situations and on his/her own by, for example:-
 - clarifying and explaining instructions by differentiation
 - ensuring the child is able to use equipment and materials provided appropriately and safely
 - helping pupils to concentrate on and finish work set
 - meeting physical needs as required whilst encouraging independence
 - liaising with Leader of Chiltern and class/subject teacher about individual learning plans
 - developing appropriate resources to support the children.
4. Under agreed school procedures to assist with programmes of special care such as physiotherapy or speech therapy under the direction of the appropriate specialist.
5. To plan for and teach small groups as directed and maintain up to date electronic records of achievements.
6. To establish a supportive relationship with the children.
7. To encourage acceptance and inclusion of the child with special needs.
8. To develop methods of promoting and reinforcing the child's self-esteem.
9. To promote and support the inclusion of all pupils in the learning activities in which they are involved.
10. Whilst there may be a specific requirement to support a named pupil or pupils with an Education, Health & Care Plan, support to other pupils may also be required as directed by teaching staff.
11. To assist with the supervision of pupils on visits.

Support for Teachers

1. Within the overall plan set by the Leader of Chiltern and class teacher to assist in devising and extending educational activities and in preparation of the curriculum.
2. To help assess and systematically record pupils' progress and achievements, using the results of this monitoring in further support work.
3. To contribute to the maintenance of children's progress records.
4. To participate in the evaluation of the support programme.
5. To provide regular feedback about the children to the teacher.
6. To assist in maintaining classroom discipline by working with individual and groups of pupils in developing expectations of acceptable personal and social behaviour and help make them part of the learning experience.

Support for the Curriculum

1. To support the teaching of literacy, numeracy or other specific curriculum areas/specialisms as required and agreed with the Headteacher and Chiltern Team.

Support for the School

1. To work collaboratively with colleagues as part of a professional team, in particular the Leader of Chiltern Class, class teachers and other teaching assistants; working at all times within the school's policies and procedures.
2. Where appropriate, to develop a relationship to foster links between home and school.
3. To contribute to reviews of children's progress, as appropriate.
4. To keep up-to-date and informed about recent developments in your job; to participate in annual professional development opportunities and to attend relevant in-service training.
5. To be aware of, and follow, school procedures.
6. To be aware of confidential issues linked to home/pupil/teacher/school work and to keep confidences appropriately.
7. To be aware of any Health and Safety issues that may affect your work.
8. To exercise responsibility for ensuring fair and equal treatment of all staff and pupils.
9. To assist in the general efficient operation of the school as directed by the Headteacher.
10. To attend staff meetings, participate in performance management arrangements and undertake training and development activities.
11. To maintain confidentiality at all times in respect of school-related matters and to prevent disclosure of confidential or sensitive information.
12. To be aware of Safeguarding and Child Protection procedures and adhere explicitly to the policy

Specific Responsibilities:

1. To provide classroom assistance to Chiltern Class Teacher and Chiltern pupils and to other teachers, especially in supporting basic literacy and numeracy within Key Stage 2 and 3.
2. To assist in the diagnosis of pupils' attainment and learning needs.
3. To maintain accurate and up to date records of pupils on the schools information management system and Chiltern monitoring.
4. To undertake tasks of a similar nature and level, as directed by the Chiltern Lead teacher/ headteacher which may be determined from time to time.

October 2019