

# Thamesmead School



## Job Description

### Teaching Assistant

<b>Job Title:</b>	Teaching Assistant
<b>Hours per week/ weeks per year:</b>	30 hours per week/39 weeks per year
<b>Times of work:</b>	8.15 – 3.35 for two days 8.15 – 2.30 for three days This includes 40 minutes of unpaid breaks
<b>Surrey Pay Grade:</b>	Surrey Grade 3 £23,576 per annum, £16,747.97 pro rata
<b>Responsible to:</b>	Senco / Deputy Senco

### **Job Purpose**

To join our welcoming and hardworking SEND team to support our students with extra needs to overcome learning barriers and make progress across the curriculum.

### **Responsibilities**

Under the direction of the class teacher:

- To participate in the planning of a range of activities for an individual or group of pupils.
- To assist in preparation and adaptation of teaching materials, equipment etc which facilitates the pupils' access to the curriculum.
- To work with pupils either 1:1 or in small groups as directed by the Curriculum Leader and/or Class Teacher.
- To assist with procedures for the monitoring, assessment and recording of the pupils' progress.
- To create and implement resources across the curriculum.
- Work under the direction of the class teacher, SENCO or a member of the Senior Management Team to carry out work and tasks set by the teacher. Work with individual pupils or small groups of pupils as directed by the teacher and under the teacher's guidance.
- Assist the teacher and work as directed in preparing the classroom and resources for planned work to take place.
- To work with teachers to identify and respond appropriately to pupil's individual needs, assisting pupils in areas of specific difficulty.
- To assist the teacher in setting appropriate learning and behaviour expectations of pupils and supporting pupils appropriately to achieve these
- To help promote and reinforce pupils' self-esteem, encouraging inclusion of pupils with special educational needs.
- In the presence of the teacher, to present agreed learning tasks in a clear and stimulating manner to help maintain pupil's interest and motivation.
- To give oral and written feedback to pupils on their attainment.
- Provide information and action tasks that support pupils' individual targets

# Thamesmead School



- To contribute where appropriate to any multi-disciplinary discussion of the pupils' needs /progress, to contribute to informal reviews and annual reviews.
- Under the direction of appropriate professionals assist in meeting physical, development or medical needs identified in an approved health care plan. This can include medical procedures.
- Accompany teachers and pupils on school visits and in other activities outside of the classroom, taking responsibility for specific pupils or small groups as directed by the teacher. Assist with the planning of these visits.
- To supervise pupils during breaks and/or lunchtimes and before the start of the academic day.
- Where required, undertake responsibility for a specific area of SEND pupil intervention e.g. literacy, Lexia etc
- Follow all Thamesmead policies and procedures, in particular those related to health and safety, child protection, behaviour management, inclusion, equality and data protection. Ensuring the health and safety of all pupils in the classroom and throughout the school in accordance with the Thamesmead's policy;
- Participate as required in Thamesmead's performance management process and take part in appropriate training and development activities such as First Aid training.
- Have a flexible and proactive approach to ensure the needs of the children are being met with the support of the team.
- To work collaboratively with other Teaching Assistants; sharing resources, planning and pupil strategies.
- To participate in relevant staff development activities.
- To support designated pupils during exams as a reader/scribe.
- Any other duties commensurate to the level of the post

# Thamesmead School



## Teaching Assistant

### Person Specification

Category	Essential	Desirable	Evidence form
Education	<ul style="list-style-type: none"> <li>• Basic IT skills</li> <li>• Good language, literacy and numeracy skills – GCSE C or above in English language. Literature and maths</li> <li>• Qualifications including GCSE (or equivalent) and/or post 16 further education</li> </ul>	<ul style="list-style-type: none"> <li>• Degree</li> </ul>	Application form
Experience	<ul style="list-style-type: none"> <li>• A commitment to hard work and raising standards</li> <li>• The ability to contribute to developments within the SEND department and increase the profile of the department</li> <li>• The ability to work proactively and independently</li> <li>• The potential for career development</li> <li>• Working with children or Young People</li> </ul>	<ul style="list-style-type: none"> <li>• Experience of working with children who have English as their second language</li> <li>• Experience of working with children who have behavioural needs</li> <li>• Experience working with children who have SEND needs.</li> </ul>	Application form Letter of application
Personal Qualities	<ul style="list-style-type: none"> <li>• Enjoyment in the company of children</li> <li>• Plenty of energy, enthusiasm and imagination</li> <li>• Good communication skills</li> <li>• Ability to work in a team</li> <li>• A good sense of humour</li> <li>• A commitment to equal opportunities</li> <li>• High expectations of pupils' achievements and progress</li> <li>• Patience and adaptability</li> <li>• Willingness to learn within the role</li> <li>• A good role model to children: personal presentation, clear communication, professional approach to children</li> </ul>	<ul style="list-style-type: none"> <li>• Willing to contribute to the wider life of the school.</li> </ul>	Interview References

Thamesmead School is committed to safeguarding and promoting the welfare of children and young people and expects all staff and volunteers to share this commitment. Employment is subject to a satisfactory enhanced disclosure from the Disclosure and Barring Service (DBS).