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| Farrington Gurney CE Primary School **JOB DESCRIPTION** | |
| **POST TITLE :**  Teaching Assistant for pupil with an Education Healthcare Plan | **GRADE: 3** (£9.74 - £9.94 per hour) |
| **RESPONSIBLE TO:** CLASSROOM TEACHER/SENCO | |
| DATE: June 2019 | |

# 1. JOB PURPOSE

To provide educational support for pupils with Special Educational needs

## 2. MAIN DUTIES AND RESPONSIBILITIES

## Support for Pupil with Special Educational Needs/EHCP

To directly support pupils by:

* Encouraging pupil to interact with others and engage in activities led by the teacher.
* Implementing individual programmes of work related to speech and language / academic / social development
* Promoting inclusion and acceptance of all pupils
* Setting challenging and demanding expectations and promote self-esteem and independence
* Establishing constructive relationships with pupils’, act as a role model, and interact with them according to individual needs
* Providing feedback to pupils in relation to progress and achievement under guidance of the teacher.

Be part of the team supporting the pupils by:

* Liaising with class teacher and SENCO about plans /resources
* Liaising and planning with outside agencies as appropriate
* Being aware of the pupils problems/progress/achievements and report to the teacher as appropriate.
* Being confident to share observations and contribute to assessment
* Assist with the development and implementation of Individual Education / Behaviour plans
* Promoting good pupil behaviour, dealing promptly with conflict and incidents in line with established policy and encourage all pupils to take responsibility for their own behaviour.
* In conjunction with the teacher, collate and report information to and from parents and carers.

To participate in continuous professional development in relation to the role

#### Support for the Curriculum

* Undertake structured and agreed learning activities/teaching programmes, adjusting activities according to pupil responses.
* Undertake programmes linked to local and national learning strategies e.g. literacy, numeracy, early years recording achievement and progress and feeding back to the teacher.
* Promote and support the use of ICT in learning activities 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 fully familiar 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/aims of the school.
* Attend and participate in relevant meetings as required.
* Participate in training and other learning activities and performance development as required.
* Accompany teaching staff and pupils on visits, trips and out of school activities as required.
* To undertake other relevant duties allocated at the discretion of the classroom teacher, Headteacher or other designated supervisor.

**3. QUALIFICATIONS AND EXPERIENCE**

**Essential**

* **Either** NVQ 2 for Teaching Assistants/equivalent or relevant satisfactory experience as a TA/LSA
* Previous experience of working with primary age children, in small groups or individually
* A minimum of 3 GCSE passes at Grade C or above or equivalent including English and maths
* Successful experience of using a range of strategies to develop children’s progress in learning
* Ability to form positive relationships with children and adults
* To work constructively as part of a team, understanding classroom roles and responsibilities and your own position within these.
* Ability to effectively use ICT to support learning and use of other equipment technology

**Desirable**

* Basic First Aid certificate
* Experience of working with KS1 children in small schools or with mixed age classes
* Empathetic with the Christian ethos of the school
* Training to deliver phonics teaching
* Ability to evaluate own learning needs and willingness to develop professionally

**4. PHYSICAL EFFORT**

The postholder will be expected to undertake bending, stretching and lifting in the course of their duties e.g. assist pupils during lesson times, engaging in activities led by the teacher. There may be an increased level of physical effort required for children with personal or specialist needs.

**5. WORKING ENVIRONMENT**

During occasional periods of supervision, there will be an expectation that the postholder will be exposed to heat and cold which on occasions, for example adverse weather conditions, may be higher than normal.

**6. GENERAL**

* The postholder will be expected to undertake any appropriate training provided by the Authority and/or School to assist them in carrying out any of the above duties.
* The postholder will be expected to contribute to the protection of children as appropriate, in accordance with any agreed policies and/or guidelines, reporting any issues or concerns to their immediate line manager.
* The postholder will be required to promote, monitor and maintain health, safety and security in the work place. To include ensuring that the requirements of the Health & Safety at Work Act, COSHH, and all other mandatory regulations are adhered to
* This job description only contains the main accountabilities relating to the posts and does not describe in detail all of the duties required to carry them out.
* This authority is committed to safeguarding and promoting the welfare of children and young people and expects all staff and volunteers to share this commitment. An enhanced Disclosure and Barring Service Certificate is required for this post prior to commencement.