

Job description

Purpose of Role

To work under the direct instruction/guidance of teaching staff to enable access to learning for an individual child and to assist the teacher in the management of pupils and classroom. Work may be carried out in the classroom or outside the main teaching area.

Responsible to: Inclusion Manager and SENDCO.

Support for Key Pupil

- To supervise key child.
- To support and implement behaviour management strategies.
- To develop a positive relationship with key child.
- To model and reinforce appropriate behaviour and social interaction with key child.
- To keep the key child on task.
- Work alongside the child's parent to ensure the key child can access the learning environment.
- Follow a dedicated learning programme and be responsible for monitoring progress against targets.
- Ensure that the key child receives physical, emotional, social and intellectual development.
- Provide regular feedback to the SENDCO on the progress of the child

Support for Teachers

- To prepare work and activities designed for key child.
- Create and maintain a purposeful, orderly and supportive environment, in accordance with lesson plans and assist with the display of pupils' work.
- Use strategies, in liaison with the teacher, to support pupils to achieve learning goals.
- Assist with the planning of learning activities.
- Monitor pupils' responses to learning activities and accurately record achievement/progress as directed.
- Provide detailed and regular feedback to teachers on pupil's achievement, progress, problems etc.
- Promote good pupil behaviour, dealing promptly with conflict and incidents in line with established policy and encourage pupils to take responsibility for their own behaviour.
- Establish constructive relationships with parents/carers.

Support for the school

- Be aware of 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.
- Appreciate and support the role of other professionals.

- Attend 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 and take responsibility for a group under the supervision of a teacher.

Safeguarding

- Be aware of 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.
- Knowing and understanding your responsibilities for the safeguarding of children and following safeguarding procedures of the school.

Person specification

- Experience of working with relevant age groups within a learning environment. (Essential)
- Good numeracy and literacy skills. (Essential)
- Experience working one to one with an individual (Essential)
- Understanding of diverse educational needs (Essential)
- Completion of Teaching Assistant Induction Programme. (Preferred)
- Able to work constructively as part of a team, understanding classroom roles and responsibilities. (Essential)
- Able to use basic technology – computer, video, photocopier. (Essential)
- Ability to relate well to children and adults. (Essential)
- Appropriate knowledge of first aid. (Preferred)
- Ability/experience of a variety of behavioural management strategies (Essential)
- Willingness to attend training and implement new strategies e.g. signalong (Essential)