

JOB TITLE: Teaching Assistant (General or 1-2-1)

LINE MANAGER: Leadership Team member

PURPOSE OF JOB: To assist Teachers by supporting children's learning, including leading groups.

TERM OF CONTRACT: Full Time for 1 year, with possibility to extend to 22 months.

Salary: Brent Scale (Inner London) – Salary Point 10, 39 weeks per year, pro-rata

Hours: - 35 hours per week. 8:30am start.

3 days per week finish at 3:30pm

2 days per week finish 4:45pm for weekly training and planning meetings (typically Monday and 1 other)

Half hour lunch break.

JOB DUTIES:

A. Supporting pupils' learning

1. To develop knowledge of a range of learning support needs relevant to the pupils and school
2. To develop an understanding of the specific needs of pupils to be supported
3. To aid pupils to learn as effectively as possible both in group situations and individually, eg:
 - Motivating and encouraging pupils
 - Clarifying and explaining instructions
 - Ensuring pupils are able to use necessary equipment
 - Assisting in areas of specific weakness, such as speech and language or writing tasks
 - Helping pupils to concentrate on and finish work set
 - Attending to pupils' personal and health needs
 - Developing appropriate resources to support the pupils
 - Assisting in the management of pupils' social interactions and behaviour
4. To establish a supportive relationship with pupils and promote inclusion of all children
5. To use methods of promoting / reinforcing pupils' self esteem
6. To ensure the safety of all pupils
7. To help pupils meet targets in any Individual Support Plan [ISP] or behaviour plan, as appropriate

B. Supporting the Class Teacher and SENco

1. To take advice from the SENco to develop suitable programmes and then implement either within the classroom or outside, as appropriate
2. To maintain systems of recording and monitoring of pupils' progress
3. To provide feedback about pupils' difficulties and/ or progress to the SENco and teacher
4. To participate in the evaluation of the support programme, with the SENco and teacher
5. To help adapt/ find differentiated materials to enable pupils to access the class curriculum

C. Supporting the school

1. Where appropriate, to foster links between home and school
2. To liaise, advise and consult with other members of the SEN team
3. To contribute to Annual Review meetings, as appropriate
4. To participate in relevant professional development
5. To be aware of / follow school policies and procedures
6. To maintain confidentiality about home- school / pupil- teacher/ school work matters
7. To show understanding, respect and consideration to the children and to be a good role model.
8. To complete any other task as reasonably directed by the Line Manager
9. To engage with the children positively at lunchtimes, leading play and promoting positive behaviour
10. To act as an ambassador for the school, celebrating its ethos and achievements