

Ref:	Job Description
Position:	Teaching Assistant (Level 2) / Inclusion Support Assistant (level 2)

School: Colham Manor Primary School

Grade: Scale 3

Reports to: Deputy Headteacher / Inclusion Higher Level Teaching Assistant and Assistant Headteacher for Inclusion

Purpose of Role To become part of the Colham Manor team focussed on quality learning which enables equal access for all pupils regardless of ability and background. To act under the guidance of teaching staff to understand data and act as a partner in planning. To provide learning support and ensure that this provision is of the highest quality so that pupils make the most progress.

Job Description

Support for Pupils:

- Supervise and provide particular support for pupils, including those with Special Educational Needs and/or disabilities (SEND) or English as an additional language (EAL), ensuring their safety and access to learning activities
- Attend to pupils' personal needs and assist with the development and implementation of individual plans.
- Establish good relationships with pupils, acting as a role model and being aware of and responding appropriately to individual needs.
- Promote the inclusion and acceptance of all pupils, acting under the guidance of the school inclusion team.
- Encourage pupils to interact with others and engage in activities led by the teacher.
- Set challenging and demanding expectations and promote self-esteem and independence.
- Provide feedback to pupils in relation to progress and achievement under the guidance of the teacher.

Support for Teachers:

- Create and maintain a purposeful, stimulating and supportive environment, in accordance with learning environment policy, lesson plans and assist with the display of pupils' work.
- Use strategies, in liaison with the teacher, to support pupils to achieve specific learning goals.
- Assist with the planning of learning activities.

Support for the Curriculum:

- Monitor pupils' learning, pro-actively identifying pupils at risk of not making good progress through detailed and regular feedback to teachers in line with the school feedback policy.
- Promote good pupil behaviour, dealing promptly with conflict and incidents in line with established policy, encouraging pupils to take responsibility for their own behaviour.
- Establish constructive relationships with parents/carers.
- Administer and invigilate routine tests and undertake routine marking of pupils' work.
- Provide administrative support e.g. photocopying, typing, filing, collecting money etc.
- Assist in the preparation and development of agreed curriculum activities.
- Implement learning strategies in line with national and early years' foundation stage curriculum and make effective use of opportunities to give feedback.
- Support the use of computing in learning activities and develop pupils' competence and independence in their use.
- Pro-actively plan, prepare, maintain and use equipment/resources required to meet learning needs and assist pupils in their use of these.

Support for the School:

- Be aware of and comply with policies and procedures relating to child protection, health and safety, confidentiality and data protection, reporting all concerns to an appropriate person.
- Be aware of and support difference, ensuring 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.
- Assist with the supervision of pupils both in and out of lesson times, including before and after school, break and lunch times. This post will include 2.5 hours per week of break supervision.
- 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.

Collaboration with specialist

- To liaise directly with specialist education and health professionals such as the Speech and Language Therapist, Occupational Therapist and Educational

professionals:

Psychologist as necessary.

- To act on advice from these professionals, making adjustments to learning provision as appropriate.
- To request support from these professionals where additional advice, strategies and direct work is required for individual pupils to overcome barriers to learning and make good progress.

This school is committed to safeguarding and promoting the welfare of children and young people and expects all staff and volunteers to share this commitment and be aware of the confidential nature of the work required.

The post holder will be expected to undertake such other tasks that are commensurate with the general level of responsibility and scope of the post, as may be decided by the Headteacher, Deputy Headteacher, Assistant Headteacher for Inclusion or Governing Body in the context of the school's changing needs.

This job description may be amended at any time after consultation with the post holder.

Person Specification:

	Essential	Desirable
Qualifications & Experience:	<ul style="list-style-type: none"> • Good level of GCSE (level C or above) or equivalent in English and maths. • NVQ 2 for Teaching Assistants or equivalent qualifications or experience. 	<ul style="list-style-type: none"> • Prior experience working within an educational setting. • Experience/understanding of the learning needs of pupils with Special Educational Needs and/or Disabilities (SEND) and English as an additional language (EAL). • First aid training. • Effective use of ICT to support learning
Knowledge and Understanding:	<ul style="list-style-type: none"> • Good quality of spoken and written English. 	<ul style="list-style-type: none"> • Understanding of safeguarding legislation and Codes of Practice 2015 • General understanding of national/foundation stage curriculum • Understanding of the learning needs of pupils with SEND/EAL

Personal Characteristics:	<p>The post holder is:</p> <ul style="list-style-type: none">• Approachable• Committed• Empathetic• Enthusiastic• Organised• Patient• Resourceful <p>The post holder will be able to:</p> <ul style="list-style-type: none">• Promote the school's aims positively,• Develop good working relationships within a team• Communicate effectively and establish positive relationships with parents and professionals;• Contribute to a happy, supportive and effective learning environment.	
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