

CHILDREN AND LIFELONG LEARNING – HR SERVICES

Birches First School Codsall Multi Academy Trust		
Post Title	Grade	Date
Teaching Assistant – To support child with SEND	Grade 2	April 2008

Statement of Purpose

To work under the direct instruction of teaching staff, usually in the classroom with the teacher. Provide support to the teacher in the care, teaching and behaviour management of pupils within the classroom. Work may be carried out in the classroom or outside the main teaching area. Assist teachers in the following:

Support to Teacher

- Provide structured support in accordance with specific work programmes designed and supervised by individual teachers.
- Support the teacher in the development and implementation of Individual Education/Behaviour Plans.
- Assist in maintaining classroom discipline through the implementation of the school's behaviour management strategies and specific pupil behaviour management strategies as developed with SLT and external agencies.
- Provide support to pupils to achieve learning and social goals
- Assist the teacher with the planning of learning activities for SEND pupils.
- Assist the teacher in monitoring SEND pupils' responses to learning activities and accurately record achievement/progress as directed.
- Provide detailed and regular feedback to teachers on pupils' achievement, progress, problems etc.
- Undertake appropriate basic admin tasks, such as maintaining a communication book for home-school liaison.
- Within the school's disciplinary policy, apply behaviour management strategies and techniques to manage behaviour constructively and contribute to a purposeful learning environment.
- Use ICT effectively to support learning activities.
- Contribute to development of school policies and procedures by participation in working groups.

Support to Pupils

- Accompany teaching staff and pupils on visits, trips and out of school activities as required.¹
- Encourage SEND pupils to interact with others and engage in activities led by the teacher.
- Assist children in matters of personal needs and their general health including first aid and welfare matters.
- Provide general support to pupils ensuring their safety, by complying with good H&S practice.
- Provide care, guidance and well being support to managed BESD needs as required and agreed with SLT, class teacher, parents and external agencies.

¹ Every effort should be made to ensure support is within contractual hours

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- Contribute to the creation of an appropriate learning environment through display and classroom organisation.
- Contribute to the creation of appropriate learning resources.

Support to Curriculum

- Assist the teacher in the preparation and development of personalised learning opportunities for SEND pupils.
- To develop innovative practices to enhance pupil's development and support inclusion
- To provide support in literacy/numeracy/SEN strategies
- Support the use of ICT in learning activities and develop pupils' competence and independence in its use.
- Attend training sessions as required for CPD purposes and to ensure appropriate skill level is obtained to undertake role, e.g. behaviour management strategies.

Support for Parents

- To support the maintenance of positive links between home and school by making parents feel welcome, and develop links with other agencies.

Support to School (this list is not exhaustive and should reflect the ethos of the school)

- Promote and safeguard the welfare of children and young persons you are responsible for or come into contact with.
- 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.
- Ensure all pupils have equal access to opportunities to learn and develop.
- Liaise effectively with teachers/parents/guardians, welfare officers, health visitors and other professional staff as part of the routine consultative process.
- Contribute to the overall ethos/work/aims of the school.
- Attend relevant meetings as required.²
- Participate in training and other learning activities and performance development as required. Assist with the supervision of pupils out of lesson times, including before and after school and at lunchtimes.
- Attend and support school events such as PTFA events, Open Evenings etc. and participate fully as a member of Birches First School team.

The content of this job description will be reviewed with the post holder on an annual basis in line with the School's performance and development review policy. Any significant change in level of accountability that could result in a change to the grade must be discussed with the post holder and the relevant trade union before submitting for re-evaluation.

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**Person Specification
Teaching Assistant – General Level 2**

Essential Criteria	Measured By
<p>Experience</p> <ul style="list-style-type: none"> • Supporting children’s learning in a school. • Supporting and managing pupils with SEND and SEND related BESD 	<p>AF AF/I</p>
<p>Qualifications/Training</p> <ul style="list-style-type: none"> • Good numeracy/literacy skills. • NVQ 2 for Teaching Assistants (or demonstrate equivalent knowledge skills and experience). • Knowledge of SEND Code of Practice • Understanding of Specific Learning Difficulties e.g Speech and Language, ASD, Dyslexia, Dyspraxia etc 	<p>AF/I AF/I I I</p>
<p>Knowledge/Skills</p> <ul style="list-style-type: none"> • Understanding of relevant policies/codes of practice. • Good understanding of areas of learning, e.g. literacy, numeracy, science, SEN or Early Years. • Use of other equipment technology – Ipad, photocopier. • Well-developed interpersonal skills to be able to relate well to a wide range of people. • Work constructively as part of a team whilst being able to demonstrate initiative. • Good communication skills. • Effective use of ICT to support learning. 	<p>AF/I AF/I /A I I I I</p>

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<p>Behavioural Attributes</p> <ul style="list-style-type: none">• Customer focused.• Has a friendly yet professional and respectful approach which demonstrates support and shows mutual respect.• Open, honest and an active listener.• Takes responsibility and accountability.• Committed to the needs of the pupils, parents and other stakeholders and challenge barriers and blocks to providing an effective service.• Demonstrates a “can do” attitude including suggesting solutions, participating, trusting and encouraging others and achieving expectations.• Is committed to the provision and improvement of quality service provision.• Is adaptable to change/embraces and welcomes change.• Acts with pace and urgency being energetic, enthusiastic and decisive.• Communicates effectively.• Has the ability to learn from experiences and challenges.• Is committed to the continuous development of self and others by keeping up to date and sharing knowledge, encouraging new ideas, seeking new opportunities and challenges, open to ideas and developing new skills.	AF/I
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AF - Application form A - Assessment I - Interview

In addition to the ability to perform the duties of the post, issues relating to safeguarding and promoting the welfare of children will need to be demonstrated these will include:

- ***Motivation to work with children and young people.***
- ***Ability to form and maintain appropriate relationships and personal boundaries with children and young people.***
- ***Emotional resilience in working with challenging behaviours and***
- ***Attitudes to use of authority and maintaining discipline.***