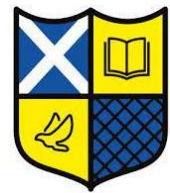




Brighton & Hove

JOB DESCRIPTION



Teaching Assistant – Level B St. Andrew's CE Primary School

JIN9001bm3

1. PURPOSE OF JOB

To work under the instruction / guidance of teaching / senior staff to undertake work / care / support programmes, to enable access to learning for all pupils including those with SEND and to assist the teacher in the management of pupils and the classroom. Work may be carried out in the classroom or outside the main teaching area, on a one-to-one basis or small group basis.

2. PRINCIPAL ACCOUNTABILITIES

Support for the Pupils

- Supervise and provide particular support for a specific pupil or group of pupils, including those with special needs, ensuring their own safety (and the safety of those around them) and access to learning activities
- Assist with the development and implementation of Individual Education Health and Care Plans, Learning Plans, Behaviour Plans and Personal Care programmes, as appropriate
- Establish constructive and positive relationships with pupils and interact with them according to individual needs
- Promote the inclusion and acceptance of all pupils
- Promote positive self-esteem and independence
- Encourage pupils to interact with others and engage in activities led by the teacher
- Maintain high expectations of behaviour for learning and general behaviour at all times
- Provide feedback to pupils in relation to progress and achievement under guidance of the teacher

Support for the Teacher

- 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, SENCO and relevant professionals as appropriate, to support pupils to achieve learning goals
- Assist with the planning and organisation of learning activities
- Monitor pupils' responses to learning activities and accurately record achievement/progress as directed
- Provide detailed and regular feedback to teachers, SENCO and relevant professionals on pupils' achievement, progress, problems etc. in line with school policies
- Promote positive behaviour, dealing promptly with conflict and incidents in line with established policy and encourage and support pupils to take responsibility for their own behaviour and make repair
- Establish positive and constructive relationships and work closely with parents / carers
- Administer routine tests and assessments as required and undertake routine marking of pupils' work

- Provide clerical / admin support, e.g. photocopying, filing, creating displays etc.

Support for the Curriculum

- Undertake structured and agreed learning activities / teaching interventions both in and out of the classroom, 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
- Support the use of ICT in learning activities and develop pupils' competence and independence in its use, e.g. iPads, laptops, cameras etc.
- 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 aware of and comply with policies and procedures relating to behaviour, child protection, health, safety and security, confidentiality and data protection, reporting all concerns to an appropriate person
- Adhere to the Staff Code of Conduct
- Be aware of and support difference and ensure 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 and participate in relevant meetings as required
- 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 lunchtime
- 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 the teacher

Equalities

- To be able to demonstrate a commitment to the principles of Equalities and to be able to carry out duties in accordance with the Council's Equalities Policy

Other Requirements

- Participate in training and other learning activities and performance development as required
- Assist with the supervision of pupils outside of lesson times including lunchtimes
- Accompany teaching staff on trips, visits and out of school activities as required a take responsibility for a group under the supervision of the teacher

The list of duties in the job description should not be regarded as exclusive or exhaustive. There will be other duties and requirements associated with your job and, in addition, as a term of your employment you may be required to undertake various other duties as may reasonably be required.

Your duties will be as set out in the above job description but please note that the Council reserves the right to update your job description, from time to time, to reflect changes in, or to, your job.

You will be consulted about any proposed changes.

PERSON SPECIFICATION

POST TITLE: Learning Support Assistant — Level B

CRITERIA

ESSENTIAL CRITERIA

Job Related Education and Qualifications and Knowledge

- NVQ 2 for Teaching Assistants or equivalent qualification or experience
- Understanding of relevant policies / codes of practice and awareness of relevant legislation
- General understanding of national / foundation stage curriculum and other basic learning programmes / strategies
- Basic understanding of child development and learning
- First aid training or willingness to undertake appropriate First Aid training as appropriate
- Understanding of learning processes and possible barriers to learning

Experience

- Experience of working with or supporting children in a primary school
- Experience in the effective use of ICT to support learning
- Experience of supporting children with SEND Will many applicants have this experience in this level?
- Experience of working with pupils to develop communication and learning skills

Skills/Abilities

- Good numeracy / literacy skills
- Ability to self-evaluate own learning needs and actively seek learning opportunities, demonstrating a commitment to continuing professional development
- Ability to communicate and develop good relationships with a range of people, e.g. children and families/carers, teaching staff, senior leaders within the school and professionals from other agencies
- Ability to demonstrate and promote positive values and behaviour, in line with the school's behaviour policy
- Ability to support children who may struggle to regulate emotions and behaviour
- Ability to work as part of a team but also independently, manage own time well, possess good organisational skills and display excellent initiative
- Ability to react quickly and calmly and solve problems, in line with school policies and procedures, and in liaison with class teachers and other school staff
- Ability to prepare simple written records, and keep accurate, up-to-date records, using information technology to support children's learning
- Work constructively as part of a team, understanding the shared responsibility of

each member to promote children's learning

Equalities

- To be able to demonstrate a commitment to the principles of Equalities and to be able to carry out duties in accordance with the Council's Equalities Policy.