

CARDEN PRIMARY SCHOOL: JOB DESCRIPTION

JOB TITLE: Teaching Assistant – Supporting and Delivering Learning
(SEN focus) - **Level B**

POST HOLDER:

WORKING HOURS: **Teaching assistant role** 32.5 hours paid over 46.94 weeks/year
(Monday—Friday 8.30am—3.30pm)

COMMENCEMENT: **September 2020**

LINE MANAGEMENT: **SENCO / Class teacher**

The postholder would also be required to work as a midday supervisor daily between 12.00 – 1.15pm (see separate job description as appendix A)

Please note; this is a National Generic Job Description. It describes the level of responsibility that you will be required to undertake. Within this role you will be required to carry out the majority of the tasks listed, and your line manager will advise you of those that are not applicable.
Text in bold font indicates the key level responsibilities for this role.

1. PURPOSE OF JOB

To work under the instruction / **guidance of** teaching / senior staff to undertake **work / care / pastoral support programmes and ILPs, to enable access to learning for all pupils including those with additional educational needs receiving wave 2 and/or 3 SEN support and 1:1 Education, Health Care Plan support;** and to **assist the teacher** in the management of pupils and their learning. **Work may be carried out in the classroom or outside the main teaching area**

All duties to be carried out with appropriate regard to the importance of CONFIDENTIALITY in school matters

2. PRINCIPAL ACCOUNTABILITIES

Support for the Pupils

- Supervise and provide particular support for pupils, **including those with special and/or additional needs**, ensuring their safety and access to learning activities
- **Assist with the development and implementation of Individual Education / Behaviour Plans for those receiving wave 2 and/or 3 SEN support or children with an Education, Health, Care Plan and/or Personal Care programmes**
- **Attend to pupils' personal needs and provide advice to assist and support their social, health and hygiene development and needs**
- Establish constructive relationships with pupils and **interact** with them according to individual needs
- Promote the inclusion and acceptance of all pupils
- 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 guidance of the teacher**

Support for the Teacher

- **Create and maintain a purposeful, orderly and supportive learning environment in accordance with lesson plans and agreed school policy and to 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 pupils' achievement, progress, problems etc**
- **Promote good 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**
- **Administer routine tests and undertake routine marking of pupils' work**
- **Provide clerical / admin support, e.g. photocopying, typing, filing, money, administer coursework etc**

Support for the Curriculum

- **Undertake structured and agreed learning activities / teaching programmes, adjusting activities according to pupil responses**
- **Undertake programmes linked to local and national learning strategies e.g. literacy, numeracy and early years, and/or specific learning programmes, recording achievement and progress and feeding back to the teacher and other relevant staff**
- **Support the use of ICT in learning activities and develop pupils' competence and independence in its use**
- **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 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 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**
- **Attend meetings as required (some may be out of working time); participate in school timetables and rotas as required/relevant**

- Assist with the supervision of pupils out of lesson times, including before and after school and at lunchtimes in the event of staff absence and/or unforeseen emergencies (you will be paid for lunch duties)
- Accompany teaching staff and pupils on visits, trips and out of school activities as required and **take responsibility for an individual or small 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.

Appendix A JOB DESCRIPTION

Carden Primary School

Job Title: Mid-day Supervisory Assistant

Hours of work: 12.00 – 1.15pm daily (6¼ hours pw)

Name of post holder:

Reports to: Principal MDSA

Commencement: September 2020

Purpose of the post

To supervise and support children in eating their lunch in all areas inside or outside the school building throughout the midday break ensuring the safety and well-being of the pupils and a due regard for confidentiality regarding school matters at all times.

Principal Accountabilities

1. The following duties are undertaken by MSA's; this range of duties will vary from school to school. The postholder will be required to carry out all of the following duties in line with the school's agreed policies and procedures:
 - a) To supervise children at lunchtime and to ensure their safety.
 - b) To actively promote positive behaviour in the playground by ensuring the zoned areas are utilised properly and intervening to encourage positive play activities.
 - c) To deal with inappropriate behaviour in accordance with the behaviour policy procedures and where necessary to report difficulties to the line manager.
 - d) To help solve conflict amongst children.
 - e) To mop up and wipe spillage from floor surfaces or meal tables as and when necessary.
 - f) To ensure that dining areas are left in a tidy condition.
 - g) To attend to injured or sick children, including clearing up in accordance with the school's first aid procedures.
 - h) To ensure that any injury or sickness of children are referred for First Aid treatment.
 - i) To check that pupils do not remain in outside areas where lessons afternoons are due to begin.
 - j) To ensure that all playground equipment is used in a safe and appropriate manner.
 - k) To encourage positive game playing and sharing of toys and equipment and manage any arrangements relevant to this.
 - l) To supervise children utilising toilet facilities.
 - m) To have knowledge of individual pupils special needs and requirements.
 - n) To access all equipment and make it available to Children and pack such equipment away.
2. To uphold the Council's policies for anti-discriminatory practice and equality of opportunity.
3. To uphold the Council's and other departments' Health and Safety requirements, particularly with regard to agreed codes of practice and safe methods of working.

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.

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.

Signature of postholder:

Date

Signature of line manager:

Date

Signature of headteacher:

date

PERSON SPECIFICATION

POST TITLE: Teaching Assistant – Supporting and Delivering Learning - Level B

CRITERIA

ESSENTIAL CRITERIA

Job Related Education and Qualifications and Knowledge

- **Hold at least an NVQ 2 or equivalent qualification or experience working with children**
- **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**
- **Training in the relevant learning strategies e.g. makaton**
- **First aid training** as appropriate

Experience

- Experience of working with or caring for children of relevant age. Experience of working as a teaching assistant with primary aged children (4-11 yr olds) would be desirable
- Experience of working with children who have special and/or additional learning needs would be desirable
- **Experience in the effective use of ICT to support learning**

Skills/Abilities

- Good numeracy / literacy skills
- Ability to relate to children and adults
- Ability to use other equipment technology - video, photocopier
- **Ability to self-evaluate learning needs and actively seek learning opportunities**
- Work constructively as part of a team, understanding classroom roles and responsibilities and your own position within these
- Flexibility and the ability to use your own initiative

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.