

BRIGHTON & HOVE CITY COUNCIL

JOB DESCRIPTION

JOB TITLE: Teaching Assistant General Level B

REPORTS TO: Head Teacher

DEPARTMENT: Education

SECTION: Hertford Schools – Junior Site

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.

1. PURPOSE OF JOB

To work under the instruction/guidance of teaching staff and Head of Inclusion to undertake work/care/support programmes, to enable access to learning for an individual pupil, and to assist the Head of Inclusion with the delivery of Literacy Support Programs across the school. Work will be carried out with individuals and small groups.

PRINCIPAL ACCOUNTABILITIES

Support for the Pupil(s)

- Supervise and provide support for a pupil with a range of learning needs.
- Understand and use supportive strategies, both in and out of the classroom, for ASC, ADHD, Anxiety and Dyslexia, for example sensory breaks, differentiation of tasks and engaging in play with peers.
- Assist with the development and implementation of Individual Education/Behaviour Plan and EHCP.
- Work with the Literacy Support Service Teacher to deliver specialist programs of support to individuals and groups.
- 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.
- Promote pupils' self-esteem and independence.
- Provide feedback to pupil(s) in relation to progress and achievement under guidance of the Teacher.

Support for the Teacher

- Use strategies, in liaison with the teacher and head of school for inclusion, to support pupil(s) to achieve their specific 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 strong, trusting relationships with parents/carers.
- Follow the Graduated Approach of Assess, Plan, Do, Review in relation to pupils' learning.
- Provide admin support, e.g. Photocopying, filing, and preparation of resources.

Support for the Curriculum

- Undertake structured and agreed learning activities/teaching programmes, adjusting activities according to pupil responses (LSS)
- 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 Computing skills in learning activities and develop pupils' competence and independence in its use e.g. Nessy
- 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
- Assist with the supervision of pupils out of lesson times
- 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

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.

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PERSON SPECIFICATION

JOB TITLE: Teaching Assistant

GRADE: Level B (14-17)

DEPARTMENT: Education

SECTION: Hertford Schools – Junior Site

ESSENTIAL CRITERIA

**Job Related Education
and Qualifications and
Knowledge**

**NVQ2 for Teaching Assistants or equivalent
qualification**

**Experience
Skills and Abilities**

- Commitment to child-centred education
- Experience in working with children with additional needs
- Either: experience of working with children who have an EHCP or of working with the Literacy Support Service
- Follow the Graduated Approach of Assess, Plan, Do, Review in relation to pupils' learning
- Good numeracy/literacy skills
- Ability to relate to children and adults and works well in a team
- Ability to use other equipment and technology
- 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
- Has good organisational skills
- Promotes inclusion for all pupils
- Is calm and patient
- Is flexible and able to use own initiative

Equalities

Is able to demonstrate a commitment to the principles of Equalities and to Safeguarding Procedures in accordance with the School and Local Authority Policy.