



TITLE OF JOB : TEACHING ASSISTANT
LOCATION : St Paul's C of E Primary School
GRADE : H2

Prime Objectives of the Post

- To work in a team with other staff to meet the individual special educational needs of the pupils.
- To support the development of pupil's self-help and self-care skills
- To support pupils individually, in small groups and in whole classes under the direction of the teacher, both in school and out of school during the normal school day.
- To support pupils across the whole curriculum including activities such as swimming, school trips and lunchtimes.

You will demonstrate the ability to use your initiative and work independently with individual children, groups and the whole class when needed.

You will assist the teacher with the following:-

1. The Learning Environment

- Help prepare the learning environment.
- Help maintain the learning environment, tidying, storing, auditing equipment, displays etc.
- Prepare learning materials.
- Report health and safety issues
- Provide a caring and supportive environment for the children that respects and affirms their racial, cultural and religious identify and lifestyle.

2. Planning and evaluation of learning activities.

- Make and record observations.
- Contribute to Records of Achievement/One Page Profiles, IEP's and Annual Review reports.
- Carry out assessment activities and contribute to feedback and marking.
- Contribute ideas/evaluate planning.
- Refer to and annotate planning.
- Liaise on a daily basis with the Class Teacher on individual's progress and programs.
- Support children during off-site activities.

3. Health and well-being of pupils

- Respond to signs of health problems.
- Respond in line with school policy to any concerns regarding the welfare or safety of pupils (either physical or emotional).
- Respond to signs of emotional problems.
- Support pupils self-care needs.
- Contribute to and maintain awareness of health care plans.
- Safeguard and promote the welfare of all children and young people in the school by being familiar with and aware of the School's Safeguarding and protection issues, procedures and guidelines and to adhere to them at all times.

4. Behaviour Management: contribute to the management of pupil behaviour by:

- Responding in a positive, calm and consistent manner in line with the school behaviour policy.
- Contributing to and maintaining awareness of individual Behaviour Management Plans.
- Using appropriate de-escalation and non-confrontational strategies.
- Seeking assistance when physical intervention is required and responding in line with school policy.

5. Supporting specific needs using specialist curricular knowledge or experience to support pupils' learning

- Use multi-sensory approaches to developing literacy.
- Use multi-sensory approaches to developing numeracy.
- Use different strategies, including signing when appropriate, to support communication.
- Use social stories/comic strip conversations to support communication and social skills.
- Adapt environments for pupils with sensory processing needs.
- Adapt environments/activities/equipment for pupils with sensory and physical needs.
- Within an agreed system of supervision, plan, deliver and evaluate programmes of work that meet teaching and learning objectives

6. Working in teams

- Contribute to developing effective teams.
- Work effectively with other professionals.
- Communicate effectively with parents.
- Attend and contribute during meetings with other professionals (Speech and language therapists, occupational therapists, school nurse etc.).
- Be aware of relevant information that requires daily attention (such as incident files, communication books, etc) to ensure that you record all information accurately and legibly and communicate it appropriately.

7. Using ICT

- Use ICT to record pupil progress e.g. using and downloading photographs.
- Use ICT to support pupil learning e.g. using an i-pad or interactive whiteboard.

All staff must show an appropriate awareness (in line with the expected roles and responsibilities of the post) of the following:

Equality: Be aware of individual needs and support diversity to ensure that all pupils have equal access to opportunities to learn and develop.

Health and Safety: Be aware of and comply with policies and procedures relating to child protection, health, safety and security, confidentiality and data protection; and report all concerns to an appropriate person.

Follow school procedures for moving and safe handling.

Make team aware of situations where it is not safe for you to intervene and hand over to another member of staff ensuring your safety and wellbeing at all times.

Safeguarding Pupils/Criminal Records Bureau: This post is classed as having a high degree of contact with children or vulnerable adults and is exempt from the Rehabilitation of Offenders Act 1974. An enhanced disclosure will be sought through the Criminal Records Bureau as part of Hertfordshire County Council's pre-employment checks.

Confidentiality : To ensure that confidentiality regarding sensitive information relating to pupils, their families and the school is maintained.

Additional Information: The jobholder is required to contribute to and support the overall aims and ethos of the school. All staff are required to participate in training and other learning activities, and in performance management and development, as required by the school's policies and practice.

**** The duties and responsibilities listed above describe the post as it is at present. The post holder is expected to accept any reasonable alterations that may from time to time be necessary.**