

LADBROOKE JMI SCHOOL



JOB TITLE: Teaching Assistant /SEN Teaching Assistant

ACCOUNTABLE TO: Inclusion Manager or Phase Leader

ACCOUNTABLE FOR: To provide care, learning support and assistance to pupils under the direction and supervision of the teaching staff

To support all staff in implementing the aims and objectives of the school

REQUIREMENTS

- To be aware of Health and Safety requirements
- To hold a current DBS check
- To ensure participation in regular child protection and first aid training

KEY TASKS

- Under the direction of the class teacher, actively support pupils in the most appropriate ways to facilitate their access to the curriculum.
- Provide the agreed support across the range of subject areas, age groups and difficulties, including medical conditions, physical disabilities and emotional and behavioural difficulties and learning and communication disorders in a variety of learning situations.
- Help all the pupils to socialise within their peer groups, supervising them both in and out of the classroom.
- To support children by simplifying instructions for tasks, repeating instructions, breaking down tasks into more manageable components, supporting pupils in break times, encouraging pupils to stay 'on task', aiding note taking, writing homework into organisers, reading questions in tests out loud or explaining words, generally giving guidance, encouragement and praise.
- Under the direction of the teacher, monitor the work of individual pupils on certain pre-set learning programmes, e.g. reading, phonics, intervention programmes etc.
- Contributing to recording and monitoring of pupil progress
- To provide feedback on completed tasks and contribute to discussion on matters of appropriate provision within the class to enable pupils to maximise their potential.
- To work with other professionals and outside agencies.
- Follow medical plans or carry out support programmes under the guidance of therapists/specialists (if appropriate).
- Supervise small groups or individual pupils who are not participating in general activities, e.g. PE etc.
- Assisting with classroom preparation and clearing away of instructional materials.
- To assist with routine administration tasks as directed e.g. typing, filing, displays
- Help with the preparation of special events, e.g. school concerts, plays, parents/carers evening etc.
- To work closely with the SENCO and other members of the staff to support those pupils who have been identified as having special educational needs. Assist with the planning and delivery of Education, health care plans (EHCP) (or other pupil-specific plans) where appropriate.
- Accompanying the pupil(s) with teachers on educational day visits (if appropriate).
- To comply with all Health and Safety regulations.
- To support the children with the appropriate level of discretion and sensitivity – according to the needs of the pupil.
- To always maintain confidentiality.
- Administer and support routine and end of year assessments

In order to deliver services effectively, a degree of flexibility if needed and the postholder may be required to perform work not specifically referred to above. Such duties, however, will be within the scope of the post at the appropriate grade.

PERSON SPECIFICATION

Desirable

- ✧ Experience of working with children in different settings

Essential

- ✧ Able to communicate orally and in writing
- ✧ An awareness of Equal Opportunities and multi-cultural education
- ✧ An awareness of some of the barriers to learning that children may face
- ✧ An awareness of the importance of developing independent learning skills in children
- ✧ Good knowledge of the need for confidentiality
- ✧ To be reliable and cheerful
- ✧ The ability to work as part of a team
- ✧ The ability to remain calm when under pressure
- ✧ To think creatively when working with children or preparing resources
- ✧ The ability to organise independently the completion of tasks
- ✧ A willingness to continue to learn through induction and continuing professional development
- ✧ Celebrating pupils' special skills and talents, as well as tackling problems
- ✧ Contributing to school life and building effective relationships with all members of the school community
- ✧ Reflecting on own work with children and seeking to develop effectiveness