**ASHFIELD JUNIOR SCHOOL**



**JOB DESCRIPTION**

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| **Job Title** | **Teaching Assistant (TA)**  |
| **Grade** | H2 – Term Time only  |
| **Reports to** | SENDCo, Class Teacher, HLTAs, Head Teacher |
| **Liaison with** | SENDCo, Teaching staff, HLTAs, TAs, support staff, Headteacher, pupils. |
| **Job Purpose** | To work in partnership with class teachers and other professionals in accelerating the learning of children, who have been identified as requiring booster programmes or additional support, in order for them to make expected rates of progress. |
| **Principal Accountabilities** | Working with individuals or small groups of children under the direction of the SENDCo, HLTAs and teaching staff. Provide support to pupils with learning, behavioural, communication, social, sensory or physical difficulties and medical needs. Post holders will help us ensure children’s individual needs are met and that the school fulfils its responsibilities under the SEND Code of Practice. |
| **Duties** | * Implement planned learning activities/teaching programmes as agreed with the teacher, adjusting activities according to pupils’ responses as appropriate
* Understand specific learning needs and styles and provide differentiated support to pupils individually and within a group
* Under the direction of the class teacher, to support the learning of the main group in the class, thus enabling the class teacher to withdraw a group for focused teaching.
* Establish positive relationships with pupils supported
* Provide feedback to pupils in relation to attainment and progress under the guidance of the teacher
* Under the supervision of the class teacher, plan and deliver activities to support a specific aspect of children’s learning.
* Support the use of ICT in the classroom and develop pupils’ competence and independence in its use
* To attend to pupils’ personal needs including help with social, welfare, care and health matters. Under the direction of the SENDCo to support children with a variety of medical needs.
* Carry out specific additional care tasks for individual pupils only at the direction of a suitably qualified member of staff and once full training has been given. Keep detailed written records.
* Promote positive pupil behaviour in line with school policies and help keep pupils on task
* Participate in planning and evaluation of learning activities with the teacher, writing reports and maintaining records as required
* Assist with the development and implementation of Personal Provision Maps
* Monitor and record pupil responses and learning achievements, drawing any problems which cannot be resolved easily to the attention of the teacher
* Assist the teacher and other staff in the implementation of care programmes
* To support learning by selecting appropriate resources/methods to facilitate agreed learning activities
* Liaise with staff and other relevant professionals and provide information about pupils as appropriate
* To assist with the display and presentation of pupils’ work
* To supervise pupils for limited and specified periods including break and lunch times when the post-holder should facilitate games and activities
* To assist with escorting pupils on educational visits
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| **General** | * To understand and apply school policies in relation to health, safety and welfare
* Attend relevant training/school meetings, as required, and take responsibility for own development
* To respect confidentiality at all times
* To take an active part in the school’s appraisal process, taking personal responsibility for identification of learning, development and training opportunities in discussion with line manager.
* To comply with individual responsibilities, in accordance with the role, for health and safety in the workplace
* Ensure that all duties and services provided are in accordance with the School’s Equal Opportunities Policy
* To follow the school’s Safeguarding Procedures and contribute to the safety of all children in the school.

The duties above are neither exclusive nor exhaustive and the postholder may be required by the Head Teacher to carry out appropriate duties within the context of the job, skills and grade.All contracts and specific duties attached to any individual’s contract are subject to annual review and may, after discussion with the TA, be changed. |
| **Date written** | September 2021 |