**Job Description: Teaching Assistant**

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| **Post Details** |  |
| **School:** | Stourfield Infant School |
| **Post type:** | Support Staff |
| **Grade/Pay Level:** | Grade 5 |
| **Weeks per year:** | Term time plus INSET DAYS |
| **Duration:** | Fixed Term |
| **Responsible to:** | Headteacher |

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| **Main Purpose** |
| Responsible for working across a varied range of responsibilities.  The post holder will play an important role in supervising the activities of pupils during the teaching period and midday sessional break within the school, including both indoor and outdoor areas, ensuring a safe environment is maintained at all times.  To assist the leadership and teaching teams to promote pupils’ academic, social and emotional development through the development and implementation of programs of pupil work and support (individual and group) and in the provision of a stable, caring and supportive learning environment; to enable pupils to achieve their full learning potential and facilitate their personal, academic, social and moral development.  There may be a Special Needs input to support pupils in activities. Support is both on a one to one basis and in groups to pupils with disability, learning difficulties or behavioral problems. This may include pupils with a high learning ability (‘gifted and talented’) |

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| **Duties and Responsibilities** |
| * To support children with their learning. * To assist within the classroom as required. * To plan, scaffold learning and deliver interventions for a child/children in accordance with specific needs highlighted in an Education Health Care Plan under the guidance of the SENDCo and Class Teachers within the team. * To implement, plan and deliver individualised programmes for children to enable them to develop their emotional literacy. * To liaise with teachers and other support assistants about the needs and progress of children receiving support. * To share knowledge and ideas from training/supervision sessions with other school staff as appropriate. * To meet regularly with the SENDCo/Class Teacher to review work and discuss progress of the child/children. * Liaise with parents in line with school policy. * To supervise children during lunch time * Promoting and safeguarding the welfare of children and young people in accordance with the school’s safeguarding and child protection policy. |

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| **Safeguarding Duties and Responsibilities** |
| * Promoting and safeguarding the welfare of children and young people in accordance with the school’s Safeguarding and Child Protection policies. |

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| **Twynham Learning Attributes for all Staff** | |
| * Ambition for excellence * Professionalism * Humility * Championing change | * Inclusiveness * Positivity * Community-mindedness * Being collaborative |

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| **Knowledge, Skills and Attributes** |
| **Essential:**   * Minimum of 3 GCSEs A-C (9-4), including Maths and English, or equivalent. * Know and be able to apply consistently a range of school policies, particularly those regarding health and safety, equal opportunities, behaviour management, child protection and special educational needs (SEN). * Have the necessary skills to manage safely, the classroom activities, the physical learning space and the resources for which s/he is responsible. * Understand and be able to use a range of strategies to deal with classroom behaviour as a whole and also individual behavioural needs. * Take personal responsibility for their own professional development. * Be flexible and be able to use initiative. * Excellent communication skills.   **Desirable:**   * NVQ 2 qualification or equivalentqualification. * Relevant Teaching Assistant qualifications. * Recent successful experience as a Teaching Assistant or similar position within an educational environment. * Ability to use ICT effectively to support learning. |

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| **Other Duties** |
| All Twynham Learning staff may periodically be expected to carry out tasks and duties within their area of competence that are not listed herein, as directed, to meet the needs of the Trust. The particular duties and responsibilities may vary from time to time. |

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| **Notes** |
| * This job description may be amended at any time in consultation with the post-holder. |

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| **Key to Acronyms Used/Glossary of Terms** | |
| * SEN = Special Educational Needs * NVQ = National Vocational Qualification | * SENDCo = Special Educational Needs and Disabilities Co-ordinator * ICT = Information Computing Technology |