###### Job Profile

###### Teaching Assistant (Grade E + SEN Allowance) Term time only

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| **School:** | In School SupportBehaviour support service |
| **Line Manager:** | Teacher in Charge(In School Support) |

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| Job PurposeWorking under guidance of the Teacher in Charge: provide support in addressing the needs of pupils who need particular help to overcome barriers to learning.The key roles of this post will generally include: |
| **Providing support for pupils by*** Provide pastoral support to pupils
* Attend to pupils’ personal needs and provide advice to assist in their emotional, social and behavioural development
* Participate in comprehensive assessment of pupils to determine those in need of particular help
* Assist the teacher with the development and implementation of individual Education/Behaviour/Support/Mentoring plans
* Support provision for pupils with special needs
* Establish productive working relationships with pupils, acting as a role model
* Develop 1:1 mentoring arrangements with pupils and provide support for distressed pupils
* Promote the speedy/effective transfer of pupils across phases/integration
* Provide information and advice to enable pupils to make choices about their own learning/behaviour/attendance
* Challenge and motivate pupils, promote and reinforce self-esteem
* Provide feedback to pupils in relation to progress, achievement, behaviour, attendance, etc.
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| 1. Providing support for the teacher by
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| **Providing support for the teacher by*** Liaise with relevant bodies to gather pupil information
* Support pupils’ access to learning using appropriate strategies, resources, etc.
* Work with other staff in planning, evaluating and adjusting learning activities as appropriate
* Monitor and evaluate pupils’ responses and progress through observation and planned recording
* Provide objective and accurate feedback and reports as required, to other staff on pupils achievement, progress and other matters, ensuring the availability of appropriate evidence
* Be responsible for keeping and updating records as agreed with other staff, contributing to reviews of systems/records as required
* Assist in the development and implementation of appropriate behaviour management strategies
* Establish constructive relationships with parents/carers, supporting home-school and community links
* Assist in the development, implementation and monitoring of systems relating to attendance and integration, where appropriate.
* Clerical/admin support e.g. dealing with correspondence, compilation/analysis/reporting on attendance, exclusions etc. making phone calls etc.
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| 1. Providing support for the curriculum by
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| * Implement agreed learning activities/teaching programmes, adjusting activities according to pupil responses/needs
* Be aware of and appreciate a range of activities, courses, organisations and individuals to provide support for pupils to broaden and enrich their learning
* Determine the need for, prepare and use specialist equipment, plans and resources to support pupils
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| 1. Providing support for the Service by
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| * Be aware of and comply with policies and procedures relating to safeguarding/child protection, behaviour, anti bullying, equality and diversity, health, safety and security, confidentiality and data protection, reporting all concerns to an appropriate person
* Be aware of and support difference and ensure all pupils have equal access to opportunities to learn and develop
* Contribute to the overall ethos/work/aims of the Service
* Establish constructive relationships and communicate with other agencies/professionals, in liaison with ISS staff, to support achievement and progress of pupils
* Attend and participate in regular meetings
* Participate in training and other learning activities as required
* Recognise own strengths and areas of expertise and use these to advise and support others
* Supervise pupils on visits, trips and out of school activities as required
* To fulfil any other reasonable, statutory duties commensurate with the grade of post as directed by the Head of Service.
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| Knowledge and Qualifications |
| **Essential***Knowledge:** principles of child development and learning processes and barriers to learning.
* Issues relating to pupils with BESD.

Qualifications* good numeracy and literacy skills
* NVQ 3 for Teaching Assistant or equivalent.

Experience* work with pupils of relevant age
* work with pupils with additional needs (BESD)
 |  | Desirable* Ability to work independently and as part of a team
* Flexibility of approach and good communication and interpersonal skills.
* Knowledge of issues relating to transition
* Experience of supervising pupils working in groups
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