###### 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 Purpose  Working 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 |
| **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. |
| 1. Providing support for the curriculum by |
| * 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 |
| 1. Providing support for the Service by |
| * 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 |