**ETHERLEY LANE PRIMARY SCHOOL**

**ENHANCED TEACHING ASSISTANT – GRADE 5**

**JOB DESCRIPTION**

Key duties:

1. Plan, prepare and deliver learning activities for individuals and groups of pupils and also under the professional direction and supervision of a qualified teacher, differentiating and adapting learning programmes to suit the needs of individual pupils
2. Be aware of and work within school policies and procedures;
3. Assess, record and report on development, progress and attainment as agreed with the teacher
4. Monitor and record pupil responses and learning achievements, drawing any problems which cannot be resolved to the attention of the teacher
5. Plan and evaluate specialist learning activities with the teacher, writing reports and records and providing focussed personalised provision as required
6. Select and adapt appropriate resources/methods to facilitate agreed learning activities
7. Maintain a clean, safe and tidy learning environment
8. Ongoing guidance and Support of pupils in their social development and emotional well-being, reporting problems to the appropriate person
9. Supply specialist support with direction and guidance from teaching staff, allowing pupils to access the curriculum and participate fully in school activities
10. Contributes to the development and implementation of support plans including IEP’s and EHS’s, including attendance at, and contribution to reviews as required
11. Under the guidance of a teacher support the role of parents/carers, in pupils’ learning and contribute to meetings with parents/carers to provide constructive feedback on pupil progress/achievement etc
12. Contribute to the development of policies and procedures
13. Provide short term cover of classes on a regular timetabled basis planned by the teacher. The normal expectation on a weekly basis would be to cover half a day per week and could also provide cover on a non-timetabled basis, usually within own class
14. Provide pastoral care to pupils for example as head of year or tutor group
15. Provide support to pupils with SEND needs
16. Be responsible for pupils who are not working to the normal timetable
17. Assist pupils with eating, dressing and hygiene, as required, whilst encouraging independence
18. Manage the work and development of other classroom support staff as appropriate
19. Establish and maintain relationships with families, carers and other adults, e.g. speech therapists
20. Supervise the work of other support staff/trainees where appropriate
21. Be responsible for the preparation, maintenance and control of stocks of materials and resources
22. Invigilate exams and tests
23. Provide basic first aid, if appropriate, ensuring timely referral to health service in emergency situations
24. May be asked to administer medication in line with school policy where appropriate and deal with medical needs
25. Escort and supervise pupils on educational and out of school activities
26. Prepare and present displays
27. Supervise individuals and groups of pupils throughout the day, including supervision in the classroom, playground and dining areas
28. Assist pupils with eating, dressing and hygiene, as required, whilst encouraging independence
29. Provide pastoral support
30. Work with pupils not working to the normal timetable
31. Monitor and manage stock supplies for the classroom

**Indicative knowledge, skills and experience**

1. Working at or towards the national occupational standards (NOS) in Supporting Teaching and Learning reflected in the mandatory and relevant optional units of the level 3 NVQ and Level 3 diploma in specialist support for teaching and learning on the Qualification and Credit Framework.
2. Knowledge and compliance with policies and procedures relevant to child protection and health and safety.