|  |
| --- |
| **Job Description** |
| **Role Title**  | **Typically reports to** |
| Teaching Assistant Behaviour/Guidance/Support  | Headteacher or designated member of staff |
| **JE Code**  | **Grade** | **Date of profile** |
| D174 | 6 | DD/MM/YY |
| **Purpose of the role (job statement)** |
| Working under guidance: provide support in addressing the needs of pupils who need particular help to overcome barriers to learning. |
| **Main Duties:-** |
| **Support for Pupils*** provide pastoral support to pupils
* receive and supervise pupils excluded from, or otherwise not working to, a normal timetable
* attend to pupils’ personal needs and provide advice to assist in their social, health and hygiene 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 of those who have been absent
* 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

**Support for Teachers*** liaise with feeder schools and other 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 against action plans 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 requested
* assist in the development and implementation of appropriate behaviour management strategies
* establish constructive relationships with parents/carers, exchanging information, facilitating their support for their child’s attendance, access and learning and supporting home to school and community links
* assist in the development, implementation and monitoring of systems relating to attendance and integration
* clerical/admin support e g dealing with correspondence, compilation/ analysis/reporting on attendance, exclusions etc, making telephone calls etc

**Support for the Curriculum*** implement agreed learning activities/teaching programmes, adjusting activities according to pupils’ responses/needs
* be aware of. and appreciate, a range of activities, courses, organizations 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

**Support for the School*** be aware of, and comply with, policies and procedures relating to child protection, 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 school
* establish constructive relationships and communicate with other agencies/professionals, in liaison with the teacher, to support
* achievement and progress of pupils
* attend and participate in regular meetings
* participate in training and other learning activities, as required
* recognize own strengths and areas of expertise and use these to advise and support others
* assist in the supervision, training and development of staff
* implement planned supervision of pupils out of school hours
* supervise pupils on visits, trips and out of school activities, as required
 |
| **Responsibilities:-** |
| * be aware of, and comply with, policies and procedures relating to child protection, health, safety and security,
* confidentiality and data protection, reporting all concerns to an appropriate person
* be aware of and support difference and ensure equal opportunities for all
* contribute to the overall ethos/work/aims of the school
* appreciate and support the role of other professionals
* attend and participate in relevant meetings, as required
* participate in training and other learning activities and performance development, as required.
 |

|  |
| --- |
| **Person Specification – Teaching Assistant Behaviour/Guidance/Support**  |
| **Area** | **Criteria****Requirement - E = Essential - D= Desirable****Assessment by Application =A Interview process = I** | **R** | **A** |
| **Skills****Knowledge****Aptitudes** | * full working knowledge of relevant polices/codes of practice and awareness of relevant legislation
* working knowledge of national curriculum and other relevant learning programmes
* understanding of principles of child development and learning processes and, in particular, barriers to learning
* ability to plan effective actions for pupils at risk for underachieving
* full understanding of the range of support services/providers
* ability to self-evaluate learning needs and actively seek learning opportunities
* ability to relate well to children and adults
* work constructively as part of a team: understanding classroom roles and responsibilities and your own position within these
 | EEEEEEEE | A IA IA IAIA IAIA IA I |
| **Qualifications and Training** | * Current NVQ level 2 in English and Maths or equivalent and experience in relevant discipline/job role
* First Aid Certificate
 | ED | AA |
| **Experience** | * Experience of working with children of relevant age
* Experience of working with pupils with additional needs
 | E | A I |
| **Disposition** | * Able to work on own initiative and as part of a team with minimal supervision.
* A friendly, positive and flexible approach
 | EE | AIAI |
| **Conditions of Service** |
| National Joint Council |

|  |  |  |  |
| --- | --- | --- | --- |
| **Signature of post holder** |  | **Date** |  **/ /** |
| **Signature of headteacher** |  | **Date** |  **/ /** |

**This school is committed to safeguarding and promoting welfare of children and young people. Please note this position will require an Enhanced disclosure from the Disclosure & Barring Service.**

Whilst every effort has been made to explain the main duties and responsibilities of the post, each individual task undertaken may not be identified.This document must not be altered once it has been signed but will be reviewed annually.
Employees will be expected to comply with any reasonable request from a manager to undertake work of a similar level that is not specified in this job description.

It is understood that areas of responsibility are from time to time subject to review and are negotiable in the light of the needs of the school and the professional development of the staff.

This job description may be reviewed at the end of the academic year or earlier if necessary. In addition it may be amended at any time after consultation with you.