

VANE ROAD PRIMARY SCHOOL

JOB DESCRIPTION

POST OF A TEACHING ASSISTANT Level 3 (GRADE 4) SEND

All Teaching Assistants will be expected to:

- Have regard to the Children Act (2004) and treat all pupils with respect and provide for their personal, educational and learning needs.
- Abide by the conditions of service as outlined in the latest Local Government Pay and Conditions document.
- Be a member of the team who make up the whole school staff including teachers, teaching assistants, caretaker, clerical assistants, supervisory assistants, kitchen staff and cleaning staff.
- Be responsible for maintaining high standards in the following key areas:-

Key Area: Curriculum Delivery

Key Tasks:

- Work in partnership with teachers and other professionals to provide effective support for learning activities for children with Additional Needs.
- Contribute to the planning and evaluating of learning activities
- Observe and report on pupil performance
- Contribute to maintaining pupil records
- Take a full and active role in preparing and maintaining the learning environment
- To work with small groups of children under the supervision of the class teacher
- Take whole class lessons prepared by the teacher

Key Area: Pastoral Care

Key Tasks:

- Know the individual children
- Talking and listening to children
- Communicate with parents
- Communicate with other team members
- Give appropriate help throughout the school day, including the children's break and lunch times. This may mean having your own breaks at other times.
- Support school policy regarding equality and diversity

Key Area: Team Membership

Key Task:

- Contribute to relevant team meeting
- Make effective team contributions
- Support other team members
- Recognise and use your own strengths and those of others

Key Area: Health

Key Tasks:

- Contribute to both the physical and emotional health, and the well being of the children.
- Work with Head Teachers and SENCO in liaising with Health Service professionals, particularly with regard to children with Special Needs

Key Area: School Identity

Key Tasks:

- Promote a positive image of the school to children, parents and visitors
- Involve children in the life of the wider community

Key Area: Personal and Career Development

Key Tasks:

- Review and develop your own professional practice
- Identify training needs in association with the senior teaching assistant
- Undergo appropriate training

Signed Date