**Vane Road Primary School (Part of The Archway Federation)**

**JOB DESCRIPTION**

**POST OF A TEACHING ASSISTANT (GRADE 3)**

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 …………………