

JOB DESCRIPTION

Job Title: Teaching Assistant

School: The Duke of Bedford Primary School

Reports to: SLT

Job Purpose:

Support the classroom teacher to facilitate the active participation of children in the academic and social activities of the school. Contribute to raising standards of achievement for all pupils.

Main Responsibilities

1. Support for children

- In conjunction with the classroom teacher, adapt lessons and activities to meet the needs of individual children.
- Take responsibility for delivering learning activities with small groups or individuals who would benefit from a different learning approach as agreed with the class teacher.
- Daily support and interventions with a specific child/children with special educational needs
- Establish and maintain supportive relationships with individual pupils, small groups and parents/carers to ensure they understand and can achieve the tasks.
- Encourage and promote inclusion in the classroom, ensuring all pupils feel safe and involved with tasks and activities.

2. Specific duties linked to a child/children

- To ensure that the child/children develops resilience in adapting to school routines providing support as appropriate.
- To ensure daily provision supports speech, language and communication needs.
- To support appropriate social interactions, including the use of acceptable personal space.
- To respond to the needs of the child/children and recognise when they require social and emotional intervention.
- To liaise with external services and school based specialists to ensure strategies are developed with the child/children to build resilience and develop strategies to manage situations that may cause distress to other pupils.
- To support the child with managing sensory integration needs.
- To support the child/children to access the school curriculum.

3. Support for the school

- Contribute to the planning and evaluation of work programmes for individual pupils and groups.
- Organise the learning environment and develop classroom resources as required.
- Undertake support activities for the teacher as required, e.g. photocopying, preparation of materials, mounting displays.

- Contribute to the management of pupil behaviour, including anticipating and taking action to prevent potential problems arising and to provide alternative learning activities
- Develop and maintain effective working relationships with other staff and parents or carers.
- Contribute to the maintenance of a safe and healthy environment.

4. Professional Competencies

- The ability to manage challenging behaviour objectively with understanding of the needs that drive such behaviours
- Knowledge of the definition of special educational needs and familiar with the guidance about meeting SEN/D in the SEND Code of Practice
- Be familiar with or have knowledge of Learning and Communication in the SEND Code of Practice
- Knowledge of a range of differentiation strategies to create a purposeful learning environment and to meet the needs of individual learners
- Ability to liaise supportively and effectively with parents and other school staff
- Understanding and application of the need for professional confidentiality
- Understanding of and respect for all social, religious, linguistic and ethnic backgrounds

Person Specification

	Essential	Desirable
Qualifications	<ul style="list-style-type: none"> • Willingness to undertake specific training and qualifications as required • Experience of planning and leading teaching and learning activities • English and Maths GCSE • Experience of working with children 	<ul style="list-style-type: none"> • Level 1 or 2 TA qualification • Certificate in supporting teaching and learning in schools
Experience	<ul style="list-style-type: none"> • Working with, supporting or caring for young children. 	<ul style="list-style-type: none"> • Supporting young children with additional needs in an educational setting • Experience of working in a therapeutic, nurturing approach with young children
Knowledge and Understanding	<ul style="list-style-type: none"> • Knowledge and understanding of the needs of young children • Knowledge and understanding of how children develop and learn • Knowledge and understanding of how to adapt and deliver support to meet individual needs 	<ul style="list-style-type: none"> • Understanding how children acquire and develop social interaction skills • Knowledge of the SEN Code of Practice
Skills	<ul style="list-style-type: none"> • Adaptable • Good English and Maths skills • Ability to form positive relationships with children, parents and staff • Ability to use initiative in day to day situations • Ability to model positive behaviours in group work • Skills and expertise in understanding the needs of all learners • Ability to accept and promote new ideas from outside agencies • Ability to develop resources to meet the individual needs of children • The ability to remain calm in stressful situations • Knowledge of guidance and requirements around safeguarding children • Committed to promoting high quality and consistent practices. 	<ul style="list-style-type: none"> • Competent ICT skills, particularly using ICT to support learning
Personal Characteristics	<ul style="list-style-type: none"> • Enjoyment of working with children • Sense of humour • Enthusiastic • A commitment to upholding the school's vision and values 	

	<ul style="list-style-type: none">• A commitment to always maintaining confidentiality• Commitment to safeguarding pupil's wellbeing and equality• Willingness to share expertise, skills and knowledge• Calm, supportive approach• Resilience• Positive approach to problem solving• Commitment to inclusive education• Willingness to work across different year groups	
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