**Job Profile**

|  |  |
| --- | --- |
| **Post Title** | **Grade** |
| Teaching Assistant Additional Needs – Single Pupil | Grade 4 |

**Statement of Purpose**

To work, under the guidance of the Class Teacher and SENCo, to provide support in addressing the needs of a pupil who requires particular help to overcome barriers to learning.

## Support to Pupils

* Provide pastoral support to the pupil in a caring and respectful manner within the school environment.
* Attend to and encourage independence with, the pupil’s personal needs and provide advice to assist in their social, health and hygiene development.
* Participate in the assessment of the pupil to help the teacher determine the child’s needs.
* In conjunction with the teacher, implement the Individual Education/Behaviour/Care Plans.
* Use specialist knowledge / experience to provide appropriate support to the pupil in relation to their individual needs (e.g. daily exercise programme/Speech and Language programme etc.).
* Provide feedback to the pupil, teacher and SENCo in relation to progress, achievement, behaviour, attendance, etc.

**Support for the Teacher**

* Monitor and evaluate pupils’ responses and progress against action plans through observation and planned recording.
* Under the direction of the teacher, provide objective and accurate feedback and reports as required regarding the child in your care.
* Be responsible for keeping and updating records as agreed with the class teacher and SENCo and contribute to reviews of the child’s progress.
* Establish a constructive relationship with the child’s parents/carers, exchanging information honestly and sensitively, facilitating their support for their child’s attendance, access and learning and supporting home/school partnership.

**Support for the Curriculum**

* Implement agreed learning activities/teaching programmes under the direction of the teacher.
* Be aware of and liaise with organisations and individuals who provide support for the pupil.
* Support the pupil’s access to learning using resources and strategies devised by the Class Teacher/SENCo/ Outside Agencies.

**Professional Accountabilities** (this list is not exhaustive and should reflect the ethos of the school)

The post holder is required to 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. In addition they are to contribute to the achievement of the school’s objectives through:

**Safeguarding**

Safeguarding and promoting the welfare of children is everyone’s responsibility. Staff are required to follow the statutory guidance from the Department for Education. Staff are required to read:

* Part 1 and Annexe A of ‘Keeping children safe in education September’
* School safeguarding policies
* The code of conduct

Staff must know the identity and understand the role of the designated safeguarding leads. In addition, in order for staff to understand and discharge their role and responsibilities as set out in ‘Part one’ of the guidance, staff are required to identify any additional training needs and read safeguarding bulletins they receive through the year.

This job description lists the major duties and requirements of the job and is not all-inclusive. The post holder may be expected to perform other duties under the direction of the Head and the Office Manager than those contained in this document and may be required to have specific job-related knowledge and skills. The allocation of duties is subject to regular review.

**People Management**

* To comply and engage with people management policies and processes
* Contribute to the overall ethos/work/aims of the school.
* Establish constructive relationships and communicate with other agencies/professionals.
* Attend and participate in regular meetings.
* Participate in training and other learning activities and performance development as required.
* Recognise own strengths, areas of expertise and use these to advise and support others.

**Equalities**

* Ensure that all work is completed with a commitment to equality and anti-discriminatory practice, as a minimum to standards required by legislation.

***Note 1:***

***The content of this job description will be reviewed with the post holder on an annual basis in line with the School’s performance and development review policy. Any significant change in level of accountability that could result in a change to the grade must be discussed with the post holder and the relevant trade union before submitting for re-evaluation.***

##### **Person Specification**

**Teaching Assistant Additional Needs – Single Pupil**

|  |  |
| --- | --- |
| Criteria | **Measured by** |
| Experience* Previous experience of working to support children’s learning, gained in a relevant environment.
* Experience of working with pupils with additional needs.
 | A/I |
| Qualifications/Training* Good numeracy/literacy skills.
* NVQ 3 for Teaching Assistant (or recognised equivalent qualification).
* Training in the relevant strategies e.g. literacy and/or in particular curriculum or learning area such as bilingual, sign language, dyslexia, ICT, CACHE, etc.
 | A/I |
| Knowledge/Skills* Full working knowledge of relevant policies/codes of practice.
* Good understanding of areas of learning, e.g. literacy, numeracy, science, SEN, Early Years.
* Understanding of principles of child development and learning processes and in particular, barriers to learning.
* Ability to self-evaluate learning needs and actively seek learning opportunities.
* Effective use of ICT to support learning.
* Excellent interpersonal skills to be able to relate well to a wide range of people.
* Work constructively as part of a team whilst being able to demonstrate initiative.
* Good communication skills.
* Willing to work towards NVQ Level 3 or recognised equivalent.
 | T/A/I |
| Behavioural Attributes* Customer focused.
* Has a friendly yet professional and respectful approach which demonstrates support and shows mutual respect.
* Open, honest and an active listener.
* Takes responsibility and accountability.
* Committed to the needs of the pupils, parents and other stakeholders and challenge barriers and blocks to providing an effective service.
* Demonstrates a “can do” attitude including suggesting solutions, participating, trusting and encouraging others and achieving expectations.
* Is committed to the provision and improvement of quality service provision.
* Is adaptable to change/embraces and welcomes change.
* Acts with pace and urgency being energetic, enthusiastic and decisive.
* Communicates effectively.
* Has the ability to learn from experiences and challenges.
* Is committed to the continuous development of self and others by keeping up to date and sharing knowledge, encouraging new ideas, seeking new opportunities and challenges, open to ideas and developing new skills.
 | A/I /A |

A = Assessed at Application I = Assessed at Interview T = Assessed through Test

***Note 1:***

***In addition to the ability to perform the duties of the post, issues relating to safeguarding and promoting the welfare of children will need to be demonstrated these will include:***

* ***Motivation to work with children and young people.***
* ***Ability to form and maintain appropriate relationships and personal boundaries with children and young people.***
* ***Emotional resilience in working with challenging behaviours and***
* ***Attitudes to use of authority and maintaining discipline.***

