

**Our Vision:** *"Building strong foundations, together, for everyone."*

Benetfeld Road Binfield RG42 4EW  
"An Outstanding Church of England Primary School" (SIAMS March 2017)  
Good School (Ofsted Inspection March 2018)



## Job Description

<b>POST:</b>	Teaching (Learning Support) Assistant
<b>RESPONSIBLE TO:</b>	Class teacher and Team Leader (Headteacher)
<b>SALARY:</b>	Grade J SCP 3-6 ((FTE £22,737 - £23,893 + fringe allowance £689) depending on experience
<b>KEY RELATIONSHIPS:</b>	Class teacher, SENCO, Pastoral team, relevant teaching and support staff, parents
<b>LOCATION:</b>	Binfield C.E Primary School (V.A.)
<b>WORKING PATTERN:</b>	Term time only: 8.20am – 13.15pm
<b>DISCLOSURE LEVEL:</b>	Enhanced – Binfield C.E Primary School (V.A.) is committed to safeguarding and promoting the welfare of children and young people. We expect all staff to share this commitment and to undergo appropriate checks, including enhanced DBS checks, and to adhere to all training and school policies.

### JOB PURPOSE:

The post holder will work under the direction of teaching staff to support teaching for children and to deliver intervention and support for individuals and small groups. This will be inside the classroom & outside the classroom, as required.

**ACCOUNTABILITIES:** Under the guidance of the class teacher or as directed by the Team Leader:

- Providing targeted support to children with their learning including, but not limited to: Maths, Reading, Speaking and Listening and Writing (including phonics) on an individual, class or small group basis – across all ability ranges.
- Give targeted support to children with special needs, those children for whom the gap of attainment must be narrowed including those with ASC and specific learning difficulties and reporting concerns where intervention is not part of a coherent, integrated package for learners.
- Interact with children using effective strategies to promote and support independence especially during key transition periods of the day.
- Liaise with the teachers & SENCO to enable effective planning and preparation for learning to take place.
- Liaise with parents and carers, as appropriate.
- Help to develop programmes of learning activities and to adapt appropriate materials from class-based activities including visual timetables and visual resources.
- Motivate and encourage pupils and help to build self-esteem and overcome anxiety.
- Assist with planning, implementation & feedback so that pupils know their next steps.
- Support with school events, trips and activities.

- Support pupils with their social and emotional wellbeing and facilitate appropriate interaction with peers in the classroom and throughout the school where possible.
- Model exemplary behaviour in line with the school behaviour policy. Challenge and report any concerns.
- Engage with professional development opportunities
- Provide lunchtime and break time support, as required.

#### **OTHER ACCOUNTABILITIES:**

- Be aware and comply with policies and procedures relating to equal opportunities, confidentiality and data protection, reporting all concerns to an appropriate person.
- Contribute to the safeguarding and promotion of the welfare and personal care of children and young people with regard to child protection procedures.
- Maintain confidentiality in relation to all work undertaken and school information.
- Carry out such duties as may from time to time be reasonably assigned by the Headteacher.
- Carry out Team Teach, TEACCH or paediatric first aid training as appropriate.
- Be aware of the responsibility for personal Health, Safety and Welfare and that of others who may be affected by your actions or inactions.
- Co-operate with the employer on all issues to do with Health, Safety & Welfare.
- Undertake any necessary professional development as identified through Performance and Development reviews taking full advantage of any relevant training and development available.

This job description will be reviewed regularly and may be subject to amendment or modification at any time after consultation with the post holder. It is not a comprehensive statement of procedures and tasks, but sets out the main expectations of Binfield C.E Primary School in relation to the post holder's professional responsibilities and duties.

Elements of this job description and changes to it may be negotiated at the request of either the Headteacher or delegated colleague.

The person undertaking this role is expected to work within the policies, ethos and aims of the school and to carry out such other duties as may reasonably be assigned by the Headteacher. The post holder will be expected to have an agreed flexible working pattern to ensure that all relevant functions, including extra-curricular activities, are fulfilled.

The above responsibilities are subject to the general duties and responsibilities contained in the Statement of Conditions of Employment.

The duties of this post may vary from time to time without changing the general character of the post or level of responsibility entailed.

The post holder will be subject to performance objectives agreed annually with the relevant body and these objectives will be reviewed annually.

## Person Specification: Binfield C.E Primary School Teaching (Learning Support) Assistant

	Essential	Desirable
<b>Education/Qualifications</b>		
English, Maths skills at GCSE A*-C or equivalent	✓	
ICT skills at GCSE or equivalent		✓
Relevant training or experience in programmes or approaches appropriate for students with SEN, ASC or social communication difficulties	✓	
Relevant NVQ in education or childcare		✓
<b>Experience</b>		
Recent experience working with children in an educational setting.	✓	
Experience of working with pupils with additional needs.		✓
Experience of delivering strategies for SEN children including those with ASC, specific learning or speech and language difficulties.		✓
<b>Skills and Knowledge</b>		
Knowledge and interest in how children learn		✓
Knowledge and understanding of a range of special educational needs		✓
Knowledge of strategies and approaches that may enable target pupils to overcome barriers to learning including the social, cultural, emotional and physical needs of pupils.	✓	
Capability to deliver a range of intervention programmes		✓
Excellent oral communication skills	✓	
Good listening skills	✓	
Ability to relate well to young people and adults	✓	
Effective and efficient organisation and administrative skills		✓
Effective time management and ability to prioritise in a busy school environment		✓
<b>Personal Qualities</b>		
Committed to continual personal and professional development	✓	
A commitment to maximising the academic, personal, social and emotional development of all students	✓	
Willing to work within organisational procedures, processes and to meet required standards for the role	✓	
Be resilient and demonstrate ability to work well under pressure	✓	
Able to adopt a flexible working practice	✓	
Determination for every child to succeed	✓	
Patience and empathy	✓	
Sense of humour	✓	
<b>Equal Opportunities</b>		
Commitment to Binfield's Equality and Safeguarding policies	✓	

*Binfield Primary School is committed to safeguarding children and the position is subject to an enhanced DBS disclosure, satisfactory references and relevant documentation.*

