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| **JOB TITLE** | **Teaching Assistant - Support (Primary with SN)** |

**BASIC JOB PURPOSE**

To support the teaching staff and teaching assistants in the development and education of pupils in accordance with the aims and policies of the school.

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| **NO** | **MAIN RESPONSIBILITIES** |
| **1.** | Assist teaching staff in the delivery of learning activities and work programmes and undertake predetermined activities with pupils so that their intellectual and social development (including self-reliance and self-esteem) is fostered. |
| **2.** | Provide input into the planning and evaluation of learning activities for individuals and groups of pupils to enable the teaching staff to make informed decisions when developing their plans. |
| **3.** | Supervise the activities of individuals or groups of pupils both in and out of the classroom (including educational visits) to ensure their safety and facilitate their physical and emotional development in accordance with the school's behaviour management policy. |
| **4.** | Monitor individual pupil’s progress, achievements and development and report these to the teaching staff/line manager to inform decisions taken regarding the Individual Education Plan, Behaviour Plans and Personal Care Programmes for a pupil. |
| **5.** | Liaise with parents and carers in conjunction with the teaching staff to ensure effective communication concerning the pupils' wellbeing. |
| **6.** | Record pupil information, as specified by the teaching staff/line manager to ensure the schools information systems are maintained. |
| **7.** | Attend to the personal, social and physical needs of pupils so that their wellbeing is maintained. |
| **8.** | Prepare and maintain learning equipment and ensure that the classroom is kept clean and tidy. |
| **9.** | Display and present the pupils' work, under the direction of teaching staff, so that it enhances the classroom environment and celebrates achievement. |
| **10.** | Attend staff and other meetings and participate in staff training development work and staff reviews as required |

Notwithstanding the detail in this job description, in accordance with the School's/Council’s

Flexibility Policy the job holder will undertake such work as may be determined by the Headteacher/Governing Body from time to time, up to or at a level consistent with the Main Responsibilities of the job.

This job description will be reviewed where necessary 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; it sets out the expectations of the trust in relation to the post holder’s professional responsibilities and duties.

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| **Important**  **The Rehabilitation of Offender Act**  All posts involving direct contact with children are exempt from the Rehabilitation of Offenders Act 1974. The successful applicant will be required to apply for an enhanced DBS certificate. As the post will involve regulated activity with children, it is a criminal offence to apply for this post if you are included on the children’s barred list held by the DBS.  Amendments to the Exceptions Order 1975 (2013, 2020 & 2023) provide that certain spent convictions and cautions are 'protected'. These are not subject to disclosure to employers and cannot be taken into account. Guidance and criteria on the filtering of these cautions and convictions can be found on the Ministry of Justice website or visit <https://unlock.org.uk/advice/what-will-be-filteredby-dbs/>.  Shortlisted candidates will be asked to provide details of all unspent convictions and those that would not be filtered, prior to the date of the interview. You may be asked for further information about your criminal history during the recruitment process. If your application is successful, this self-disclosure information will be checked against information from the Disclosure & Barring Service before your appointment is confirmed. Any data processed as part of the DBS check will be processed in accordance with data protection regulations and the trust's privacy statement. |

I understand and accept the job duties and responsibilities contained in this job description.

Signature: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ Date: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

Print Name: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_