**St Margaret’s CEVA Primary School**

TEACHING ASSISTANT JOB DESCRIPTION

**Are you passionate about making a difference in the lives of children with special educational needs?**

Do you thrive in a supportive, dynamic, and inclusive environment?

* Understand the needs of working with children with special educational needs (SEN)
* Possess excellent communication and interpersonal skills
* Provide a patient, empathetic, and adaptable learning environment
* Collaborate with teachers, parents, and external professionals to ensure consistent support
* Promote an inclusive and positive atmosphere within the classroom and the school
* Help to create a nurturing and inclusive learning environment where every child can thrive

**Help pupils to develop literacy and numeracy skills**

* Knowledge of school’s policies for English and Maths
* Working with individuals and groups on maths or English tasks
* Provide English or maths support to allow access to curriculum
* Knowledge of intervention strategies to support pupils with literacy and numeracy difficulties
* Supporting access to the curriculum through provision of support for literacy/numeracy difficulties

**Contribute to planning of learning activities**

* Understand the most effective way in which to support learning for a given task
* Understand the needs of pupil/s with whom working
* Discuss expected learning outcomes with teacher and agree upon success criteria
* Provide feedback for teacher on outcomes of learning activity

**Observe and report on pupil performance**

* Knowledge of observation techniques and understanding types of reporting, including verbal and written
* Carrying out observations after consultation with the teacher about purpose
* Record findings in agreed format

**Contribute to the management of pupil behaviour**

* Promote school policies on pupil behaviour
* Support implementation of strategies to manage behaviour
* Employ strategies for behaviour management and report any problems to the teacher
* Report any progress towards targets for children with Behaviour Support Plans
* Provide level of attention appropriate to pupil’s needs, modifying approach to ensure that desired outcomes are achieved
* Deal with any disruption and report to the teacher any difficulties that you are unable to overcome

**Establish and maintain relationships with individuals and groups**

* Provide support for learning activities
* Obtaining equipment
* Providing help with learning tasks
* Feeding back to the teacher on progress made
* Promote independent learning
* Encouraging students to take responsibility for their own learning and promoting development of self-esteem
* Support pupils during learning activities

**Review and develop own professional practice**

* Take part in regular review of practice and take advantage of development opportunities
* Setting personal targets and attending relevant courses/in-service training

**Assist in preparing learning environment**

* Prepare resources and materials
* Assist in setting out learning materials and set out materials for use appropriate to the planned activities
* Confirm type and quantity of materials with teacher

**Contribute to maintaining pupil records**

* Confirm role and responsibility for helping to maintain record with teacher
* Confirm understanding of purpose and nature of relevant pupil records with teacher
* Update relevant records at agree time intervals
* Ensure that contributions are accurate, complete and up to date

**Promote social and emotional development of pupils**

* Support pupils in developing appropriate relationships
* Help to develop self-esteem of pupils
* Along with other members of the team, help to resolve difficulties between pupils amicably and with regard to school policies
* Employ strategies agreed by school via policies to raise self-esteem, such as rewards system and praise

**Support maintenance of pupil safety**

* Demonstrate awareness of symptoms associated with minor health problems
* Have full knowledge of Health and Safety policy
* Respond to minor health problems, for example with regard to asthma, allergies etc.
* Report any illness to teacher or other member of staff responsible for dealing with pupil health
* Follow school safeguarding procedures

**Contribute to health and wellbeing of pupils**

* Awareness of strategies for assisting pupils to settle into new settings
* Help pupils to adjust into new settings
* Recognise signs of distress and offer reassurance

**Support use of ICT in the classroom**

* Knowledge of the sorts of equipment available in school and where to find them
* Procedure for reporting technical faults
* Procedure for allocating ICT equipment for classroom use
* Prepare equipment for use
* Support classroom use of equipment

**Provide support for multilingual/bilingual pupils**

* Knowledge of the school’s policy for supporting multilingual/bilingual pupils
* Explain purpose of activities to children
* Agree with teacher strategies for supporting pupil
* Knowledge of school’s policies for inclusion, equal opportunities, multiculturalism and anti-racism
* Help pupils to access curriculum and support development of target language
* Utilise cross curricular opportunities to develop target language skills
* Deal with the challenges of the language demands of learning activities in ways that maintain pupil confidence and self-esteem

**Liaison with other team members and parents in a professional manner**

* Awareness of school policies for communicating with parents and carers; policies for care and wellbeing of pupils; school’s policy for confidentiality; policy and procedure for parents’ access to teaching staff and Headteacher
* Interacting appropriately and professionally with teachers and other colleagues and parents/carers
* Contributing effectively to planning of joint actions within the team
* Refer matters beyond competence and role to other professionals in school
* Care for children in ways that have regard for their home values and practices, complying with parents’ wishes
* Reassure parents who express concerns about their children
* Ensure that parents’ requests to see a teacher are dealt with promptly
* Pass on concerns about pupils to relevant people in the school