



Salisbury Plain
Academies

Teaching Assistant (TA) – Primary **Job Description**

Job Title :	Teaching Assistant TA) Grade D
Main Job Purpose :	To assist in the support and inclusion of children with special educational needs within a mainstream school
Accountable to:	Principal

	Main Duties
1.	<p>Supporting pupils learning, either in groups or through 1:1 work</p> <p>The exact tasks will depend on the learning support needs of the pupil/s but may include:</p> <ul style="list-style-type: none">○ supporting the development of skills in literacy, numeracy, communication and social and behavioural needs○ differentiating work for individual pupils to suit their ability○ using knowledge of pupils learning support needs to suggest appropriate adjustments to lesson plans to Teachers○ clarifying and explaining instructions○ ensuring pupils are able to use equipment and materials provided○ motivating and supporting pupils○ helping pupils to concentrate on and finish work set○ meeting physical needs as required while promoting independence○ work closely the class teacher and Special Educational Needs Co-ordinator to ensure children's targets are met○ developing appropriate resources to support pupils

	Main Duties
2.	<p>Supporting pupil self-esteem, inclusion and behavioural development, e.g.</p> <ul style="list-style-type: none"> ○ encouraging an acceptance and inclusion of the pupil with special needs ○ developing methods of promoting/reinforcing the pupil's self-esteem and independence ○ providing individual supervision in and out of the classroom for pupils with behavioural problems ○ establishing a supportive relationship with pupils ○ reinforcing the school ethos, e.g. expectations of behaviour within class and elsewhere on the school site ○ supervising pupils on outings, school activities ○ Provide physical/personal care to pupils where required, e.g. helping with dressing/toileting ○ undertaking physiotherapy and speech therapy exercises following instruction and advice from a qualified therapist
3.	<p>Supporting the Teacher/s, e.g.</p> <ul style="list-style-type: none"> ○ Using knowledge and experience of the pupils concerned, to contribute, with the class teacher (and other professionals as appropriate), in the development and evaluation of a suitable programme of support for a child who needs learning support ○ Contribute to the development of My Plans/My Statutory Plans and reviews of pupil progress ○ In conjunction with the class teacher (and other professionals as appropriate) to develop system/s of recording pupil progress and contribute to the maintenance of this record ○ Providing regular feedback about pupils to the teacher/s
4.	<p>Supporting the curriculum</p> <ul style="list-style-type: none"> ○ Support the delivery of English and Mathematics along with other aspects of both the National Curriculum and the enhanced curriculum offered by the school

	Main Duties
5.	<p>Supporting the school, e.g.</p> <ul style="list-style-type: none"> ○ where appropriate, fostering and develop links between a pupil's home and school ○ assisting with setting up, storing and retrieving and general maintenance of classroom equipment and teaching aids, e.g. computers and computer software, resources, indoor and outdoor play equipment, photographic equipment etc. ○ helping to ensure the hygiene of the teaching environment in cases of sickness or soiling ○ administering minor First Aid under the guidance of a qualified person

Supervision and Management

The job holder has no regular supervisory responsibility for staff but assists in work familiarisation of peers and new recruits.

Creativity and Innovation (i.e. Problem Solving)

The job holder works within school procedures, policies and approved methods and under the supervision of the Class Teacher.

Key Contacts and Relationships

The jobholder has extensive contact with pupils, which involves mentoring, motivating and imparting skills and/or knowledge. Information is exchanged with Teachers and other school staff, school management, parents/carers and at times representatives of other Agencies e.g. Health, Social Care

Decision Making

The jobholder is expected to follow school procedures, and plans made by the Class Teacher and those provided by other professionals supporting the school.

Resources

The jobholder is expected to use school resources appropriately and with care and help to

maintain appropriate and pleasant learning spaces around the school, but is not personally accountable for their overall security.

Working Environment

The jobholder is mainly based in a classroom setting and there is regular background noise. All staff have a shared responsibility for the Health and Safety of the pupils, themselves and their colleagues. Staff also have a responsibility for the safety and welfare of all pupils and are expected to follow policy and procedures for Safeguarding

Knowledge and Skills

Understanding of child protection, safeguarding and bullying issues and able to demonstrate understanding of own accountabilities.

Full working knowledge of relevant policies/codes of practice and awareness of relevant legislation.

Understanding of principles of child development and learning processes and, in particular, barriers to learning.

If your post is graded above point 28 or equivalent you are required (subject to the provisions of the Working Time Regulations) to work the hours that are necessary to do the job, this may occasionally involve attendance at meetings out of Academy hours.

This job description is subject to change to meet the needs of the effective running of the Trust.

Signed:
Job Holder

Date:

Teaching Assistant (TA) Primary Person Specification

Qualities	Essential ✓	Desirable ✓
Qualifications and Experience		
Relevant experience of working with children of primary school age – leading small groups and working as part of a team	✓	
Experience of working with pupils of different ages from different contexts	✓	
Experience of working with children with Special Educational Needs	✓	
Able to plan programmes of support that incorporate variety, interest and pace	✓	
Ability to use ICT to effectively support learning	✓	
Relevant training e.g. Team Teach qualification, de-escalation, ELKAN, First aid		✓
NVQ qualifications in teaching & learning		✓
Experience of working in a team environment	✓	
Good general education and GCSE passes in Maths and English (A-C).	✓	
First aid qualification		✓
Safeguarding/Prevent training		✓
Knowledge and Understanding		
Sound understanding of safeguarding issues		✓
Able to demonstrate commitment to Equal Opportunities and other key school policies	✓	
Knowledge of SEND	✓	
Skills		
Good oral and written communication skills	✓	
Ability to work effectively and professionally within a team of adults	✓	
Ability to relate well to children, establishing empathy and a good rapport	✓	
Able to gain the confidence of children whose behaviour is challenging or who are socially withdrawn	✓	

Ability to motivate pupils and to use positive behaviour management strategies with individuals and small groups	√	
Ability to form effective relationships with a range of professionals	√	
Ability to self-evaluate own practice and learning needs	√	
Personal Characteristics		
Able to work under pressure and multitask	√	
Resilience	√	
Professionalism	√	
Able to work independently and show initiative	√	
Capability to analyse tasks and how they may be best achieved	√	
Willingness to become fully involved in school life with a positive attitude and sense of fun	√	