

Knights Templar Community Church School and Nursery

"Be the best you can be with a zest for living, a thirst for learning and a spirit of kindness."

Head Teacher: Mrs Laura Weaver, BA Hons QTS



School: Knights Templar Community Church School

Job Title: Teaching Assistant

Accountable To: Head Teacher/Senior Teacher and SENDCo

Main Purpose:

- To assist the Head teacher and teachers in the development and implementation of a programme of work and in the provision of a stable, caring and supportive learning environment, which enables pupils to achieve their full learning potential and facilitates their social and moral development.*
- To assist with Special Needs input to support pupils presenting low/moderate challenges. Pupils are readily engaged in activities. Support is both on a one to one basis and in groups, to pupils with some disability, learning difficulties or behavioural problems. This may include pupils with a high learning ability ('gifted / talented').*

Roles and Responsibilities:

Under the guidance and direction of the teacher:

- Develop, maintain and apply knowledge and understanding of pupils' general and specific learning needs to ensure that support is given to them at an appropriate level.*
- Learning support is delivered individually and in groups through a range of tasks, mainly:*
 - Supporting and directing literacy and numeracy tasks, clarifying and explaining instructions.*
 - Focus support in areas needing improvement, both academic and social.*
 - Work with and support pupils to ensure they are able to use ICT and other specialist equipment to enhance their learning.*
 - Motivate and encourage pupils to concentrate on and fulfil the tasks set.*

- Undertake learning activities with pupils of varying abilities to ensure differentiation and access to the curriculum
- Seek to ensure the promotion and reinforcement of pupils self-esteem, appropriate levels of effort and behaviour and to guide pupils to become independent learners.
- Contribute to the assessment of pupils' learning, in particular with regard to Literacy, Numeracy, Science and ICT skills.
- Contribute to the implementation of the National and/or Foundation Curriculum and specific individual pupil targets.

Assist teaching staff in the development of learning strategies, with the provision of teaching and learning resources and in the preparation and maintenance of a safe, secure and suitable learning environment through:

- Assist in the development, monitoring and evaluation of programmes of work.
- To upkeep data files, catalogue resources, maintain inventories, photocopy, record TV programmes and use I.T. systems for administration and educational purposes.
- Contribute to and assist in the development and monitoring of systems for review and recording of pupils progress.
- Assist in the preparation, organisation and maintenance of classrooms and their equipment, including assistance with and creation of displays, make basic visual aids, art and craft materials, mount and display pupils work.
- Assist teachers in timetabling of lessons and curriculum as required.
- Assist in the preparation for educational visits, and where appropriate accompany students.
- Attend and contribute to school staff meetings and in-service training events, within contracted hours or outside normal hours by agreement.

Care and supervision of pupils within the classroom, within the school and outside of the school:

- Supervise pupils using cloakrooms, showers and toilet facilities.
- Supervise pupils in playgrounds and when entering and leaving using school transport.
- Supervise pupils in the swimming pool through carrying out Poolside Duties or Runner duties.
- Assist in the supervision of Standard Assessment Tasks and tests/assessments as directed.
- Escort pupils to school or parental transport, home or to hospital as necessary.

- Assist pupils eating, in a controlled environment.
- Develop an understanding of and provide for pupils' specific personal needs to ensure a safe learning environment. This may include providing some direct personal care, support and assistance to the pupil in respect of toileting, eating, mobility and dispensing medication.
- To assume sole supervision of whole classes for short periods in the absence of the teacher, but only when it is essential for the teacher to leave a class, such as in emergency-type situations. This would not be expected in the case of inexperienced LSAs.

Where a current First Aid qualification is held, in the absence of other medical facilities:

- Record accidents and injuries in line with the school's policy.
- Maintain First Aid equipment and materials, and dispense medicines in accordance with school policy.
- Undertake First Aid and support children with identified medical needs as appropriate
- Under the direction of Health Service professionals, undertake activities in support of occupational, physio and speech therapy.
- Under the direction of teaching staff and, where appropriate, to assist in the development of Individual Education Plans for pupils with special educational needs, complete 'P' scales and to write, update & circulate IEPs.
- Undertake a key worker role when required.
- Work with pupil groups, using a range of strategies to gain acceptance and inclusion of pupils with special educational needs.
- Monitor and support pupils engaged on work experience programmes.
- Use a variety of interpersonal techniques to establish supportive relationships with pupils, parents and carers.
- On occasions, make immediate decisions, without initial referral to teachers, in relation to immediate care, control and safety of pupils with special educational or personal needs.

Training

- Attend courses as required enhancing the knowledge, understanding and skills to improve the level and quality of support given to pupils and teachers.
- Attend statutory training courses as required for the post; Safeguarding and Child Protection, PREVENT and First Aid.

Safeguarding

- *Recognise the moral and statutory responsibility to safeguard and promote the welfare of children*
- *Provide a welcoming and safe environment where children are valued and respected*
- *Be alert to the signs of abuse and neglect and follow our procedures and policies to ensure children receive effective support, protection and guidance*

We have agreed that this Job Description is a fair and accurate statement of the requirements of the job:

Job Holder: _____ Date: _____

Head Teacher: _____ Date: _____