Job Profile

St John's Primary Academy				
Job Number	**Post Title**	**Grade**	**Points**	**Date**
AA6965 (formerly C1245)	Teaching Assistant – General (SEN) Level 2	Grade 4	365 NJC	April 2008

Reporting Relationship

Responsible to: SENCO

School Purpose and Values

St. John's Primary Academy continually strives for excellence.

The strong positive culture creates a climate conducive to learning throughout the school. This climate promotes the acquisition of valuable life skills while supportive teaching built on a foundation of caring relationships established between staff and pupils leads to high levels of attainment and achievement.

Working with our pupils we aim to:

- *Develop confidence, high self-esteem and a love of learning;*
- *Promote respect of others and help them understand diversity and value everyone;*
- *Foster tolerance, resilience, perseverance and independence.*

Purpose and values of department

The department supports the teaching and learning of the pupils at the Academy. To work under the direction of the SENCO to support children with a range of learning difficulties and provide general learning support in the classroom environment.

Statement of Purpose

To work under direct instruction of specialist needs senior staff, usually in the classroom with the teacher. Provide support in addressing the needs of pupils who need particular help to overcome barriers to learning. Assist specialist needs teachers in the following:

Support to Pupils

- Supervise pupils within individual, small group and whole school activities including lunchtime and breaks
- Following individual pupil care programmes, attend to their personal, social, emotional, health and hygiene needs on a daily basis and report any concerns to senior staff.
- Support assessment of pupils and discuss with senior staff.
- Implement Individual Education/ Behaviour Management and Support programmes.
- Support provision for pupils with additional needs.
- Under the direct guidance of senior staff implement and provide support to pupils in relation to their individual needs (e.g. daily exercise programme).

Support for the Teacher

- Support pupils' access to learning using identified and prescribed strategies, resources etc.
- Report back to senior staff pupil responses in order that learning activities may be adjusted as appropriate.
- Under the supervision of senior staff observe pupils' responses and progress against targets set and record using provided systems.
- Contribute to the teacher's recording and reporting of pupils' achievement, progress and other matters. On request gather appropriate evidence.
- Assist in keeping up records and evidence of learning as agreed and with support from senior staff.
- Assist in following and implementing appropriate pupil behaviour management plans and programmes.
- Establish positive relationships with parents/carers and staff.
- Clerical/admin support relating to simple classroom activities. e.g. collecting tuck

Support for the Curriculum

- Implement agreed learning activities/teaching programmes under direction of senior staff.
- Under direction of teacher prepare and use specialist equipment, plans and resources to support pupils.
- Be aware of the need for different teaching and learning approaches that support pupils' access to learning.
- Support pupil's use of ICT in their everyday life, as a means of communication and to access the curriculum

Professional Accountabilities (this list is not exhaustive and should reflect the ethos of the school)

The post holder is required to be aware of and comply with policies and procedures relating to child protection, health, safety and security, confidentiality and data protection, reporting all concerns to an appropriate person. In addition they are to contribute to the achievement of the school's objectives through:

Safeguarding

- Promote and safeguard the welfare of children and young persons you are responsible for or come into contact with.

Financial Management

- Personally accountable for delivering services efficiently, efficiently within budget and to implement any approved savings and investment allocated to the service area.

People Management

- To comply and engage with people management polices and processes
- Contribute to the overall ethos/work/aims of the school.
- Establish constructive relationships and communicate with other agencies/professionals.
- Attend and participate in regular meetings.
- Participate in training and other learning activities and performance development as required.
- Recognise own strengths, areas of expertise and use these to advise and support others.

Equalities

- Ensure that all work is completed with a commitment to equality and anti-discriminatory practice, as a minimum to standards required by legislation.

Climate Change

- Delivering energy conservation practices in line with the County Council's corporate climate change strategy.

Health and Safety

- Ensure a work environment that protects people's health and safety and that promotes welfare and which is in accordance with the County Council's Health and Safety policy.

Note 1:
The content of this job description will be reviewed with the post holder on an annual basis in line with the School's performance and development review policy. Any significant change in level of accountability that could result in a change to the grade must be discussed with the post holder and the relevant trade union before submitting for re-evaluation.

Person Specification
Teaching Assistant - General (Special School)
Level 2

Minimum Criteria for Two Ticks *	Criteria	Measured by
	Experience • Experience of working with pupils with additional needs.	A
	Qualifications/Training • Very good numeracy/literacy skills equivalent to GCSE C and above. • NVQ 2 for Teaching Assistants (or demonstrate equivalent knowledge, skills and experience). • First aid training as appropriate	I
	Knowledge/Skills • Understanding of relevant policies/codes of practice. • Ability to relate to children and adults • Understanding of areas of learning, e.g., SEN. • Effective use of ICT to support learning. • Use of other equipment technology – video, photocopier. • Work constructively as part of a team. • Good communication skills. • Willing to work towards NVQ Level 2 or recognised equivalent.	A/I
	Behavioural Attributes • Customer focused. • Has a friendly yet professional and respectful approach which demonstrates support and shows mutual respect. • Open, honest and an active listener. • Takes responsibility and accountability. • Committed to the needs of the pupils, parents and other stakeholders and challenge barriers and blocks to providing an effective service. • Demonstrates a “can do” attitude including suggesting solutions, participating, trusting and encouraging others and achieving expectations. • Is committed to the provision and improvement of quality service provision. • Is adaptable to change/embraces and welcomes change. • Acts with pace and urgency being energetic, enthusiastic and decisive. • Communicates effectively. • Has the ability to learn from experiences and challenges.	A/I

	• Is committed to the continuous development of self and others by keeping up to date and sharing knowledge, encouraging new ideas, seeking new opportunities and challenges, open to ideas and developing new skills.	

A = Assessed at Application I = Assessed at Interview T = Assessed through Test

Note 1:
In addition to the ability to perform the duties of the post, issues relating to safeguarding and promoting the welfare of children will need to be demonstrated these will include:

- ***Motivation to work with children and young people.***
- ***Ability to form and maintain appropriate relationships and personal boundaries with children and young people.***
- ***Emotional resilience in working with challenging behaviours and***
- ***Attitudes to use of authority and maintaining discipline.***

If a disabled person meets the criteria indicated by the 'Two Ticks' symbol and provides evidence of this on their application form they will be guaranteed an interview.

We are proud to display the **Two Ticks Symbol,** which is a recognition given by Jobcentre plus to employers who agree to meet specific requirements regarding the recruitment, employment, retention and career development of disabled people.