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| **Title and Grade of Post** | **Teaching Assistant – Learning Support Assistant L3 pt 5-6** |
| **Job Purpose** | To work under the direction of the Assistant Headteacher Inclusion, SENCO’s to provide and develop learning experiences for pupils with Special Educational Needs. |
| **Reporting to** | Head teacher/ SENCO/ Class Teacher |
| **Hours** | 32.5hrs |
| **Main Expectations of the role:-**  Support for the Children   1. To contribute to the physical, social, emotional and intellectual wellbeing of pupils with Special Educational Needs. 2. To promote and support the inclusion of pupils in the learning activities in which they are involved. 3. To work with individual pupils on a one-to-one basis or small group within the school on specific programmes encompassing all areas of development. 4. To meet pupils on arrival at school and to also support at the end of the day. 5. To assist with the pupils’ independence programmes e.g. toileting, personal hygiene, safety etc.   Support for the Teacher   1. Under the guidance of the Teacher in charge to deliver learning activities to individuals and groups of pupils. 2. To deliver lessons to the whole class, groups or individuals as planned, resourced and assessed by the class teacher in event of their planned absence. 3. To participate in and contribute to forward planning related to general policy, organisation and management. 4. To contribute in a team situation to the maintenance of the established daily routine. 5. To support pupils during break and lunch times as appropriate. 6. To support expectations of pupil behaviour and assist in securing appropriate standards of behaviour to create and maintain a purposeful, orderly and supportive environment for pupils’ learning. 7. To efficiently prepare, maintain and use appropriate classroom teaching materials and equipment, including organising the use of audio/visual and ICT equipment, bearing in mind the efficient usage of school resources (including photocopying, and preparing/putting up displays of work, etc)   Support for the Curriculum   1. To contribute to and participate in all systems of pupil appraisal and record keeping, including gathering of appropriate data and maintenance of clear accurate records to inform future planning. 2. To support the teaching of literacy, numeracy or other specific curriculum areas as required,. 3. Undertake structured and agreed learning activities/teaching programmes, advising activities according to pupil responses. 4. Support pupils to access the curriculum in line with appropriate lesson plan/teacher direction. 5. Support pupils to understand instructions ie to facilitate access to lessons reinforcing the teachers’ instructions in a visual format. 6. Prepare, maintain and use equipment/resources required to meet the lesson plans/relevant learning activity and assist pupils in their use. 7. To support children in Forest School sessions under the direction of the Forest School Leader   Support for the School   1. To work collaboratively with colleagues as part of a professional team, in particular the Teacher in charge, the Special Educational Needs Co-ordinator (SENCO) and other teaching assistants; 2. Be aware of and comply with all school policies and in particular the procedures relating to child protection, health, safety and security, confidentiality and data protection. Report all concerns to an appropriate person (as named in the policy concerned) 3. Appreciate and support the role of other professionals. 4. Contribute to the school ethos, aims and development/improvement plan. 5. Attend relevant staff meetings and undertake training and development activities. 6. Participate in annual Performance Management/Appraisal review processes, training and other learning activities as required. 7. Assist with the supervision of pupils out of directed lesson time, including before and after school if appropriate and within working hours. 8. Under agreed school procedures, to provide First Aid assistance at break times, on educational trips and when required. 9. Assist with preparation for and accompany teaching staff and pupils on school visits, trips and out of school activities as required. 10. To assist in the general efficient operation of the school, including providing cover for other support staff where necessary and as directed by the class teacher or Headteacher 11. To have a termly meeting with other support staff and the Headteacher or member of the Senior Leadership Team (SLT). 12. To liaise as necessary with parents and carers and with outside agencies, offering support and advice as required. 13. To maintain confidentiality at all times in respect of school-related matters and to prevent disclosure of confidential or sensitive information. 14. To undertake tasks of a similar nature and level, as directed by the Headteacher. | |
| This job description may be reviewed at the end of the academic year or earlier if necessary. In addition it may be amended at any time after consultation with you. | |

*Cotton End Forest School is committed to safeguarding and promoting the welfare of all children and young people and expects all staff and volunteers to share this commitment.*

I understand and agree to the terms of this job description

Signed:- Date:-