

Teaching Assistant Job Description

To support children with Social, Emotional and Mental Health Needs and Special Educational Needs

Your duties will include the following:

1. Supervise and provide particular support for the pupil, ensuring their safety and access to learning activities.
2. Assist with the development and implementation of Individual Education/Behaviour Plans and Personal Care programmes.
3. Establish constructive relationships with the pupil and interact with them according to individual needs.
4. Encourage the pupil to interact with others and engage in activities led by the teacher.
5. Set challenging and demanding expectations and promote self-esteem and independence.
6. Provide feedback to the pupil in relation to progress and achievement under the guidance of the teacher.
7. Support for Teacher
8. Use strategies, in liaison with the teacher, to support the pupil to achieve learning goals.
9. Assist with the planning of learning activities.
10. Monitor the pupil's responses to learning activities and accurately record achievement/progress as directed.
11. Promote good pupil behaviour, dealing promptly with conflict and incidents in line with established policy and encourage pupil to take responsibility for their own behaviour.
12. Establish constructive relationships with parents/carers.
13. Undertake structured and agreed learning activities/teaching programmes, adjusting activities according to the pupil's responses.
14. Support the use of ICT in learning activities and develop the pupil's competence and independence in its use.
15. 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.
16. Contribute to the overall ethos/work/aims of the school.
17. Appreciate and support the role of other professionals.
18. Attend and participate in relevant meetings as required.
19. Participate in training and other learning activities and performance development as required.
20. Assist with the supervision of the pupil at lunchtime/ break time when required.
21. Accompany teaching staff and the pupil on visits, trips and out of school activities as required and take responsibility for the pupil under the supervision of the teacher.

Attribute	Essential	Desirable	Method of Assessment
Management	<ul style="list-style-type: none"> ◦ Ability to manage children with Social, Emotional & Mental Health needs (SEMH) and Special Educational Needs (SEN) and to be able to work effectively with them. 	<ul style="list-style-type: none"> ◦ 	<ul style="list-style-type: none"> ◦ interview
Experience	<ul style="list-style-type: none"> ◦ Experience of working with children with SEMH & SEN 	<ul style="list-style-type: none"> ◦ Experience of working with children with autism 	<ul style="list-style-type: none"> ◦ Demonstrate knowledge at interview
Practical Skills	<p>The ability to undertake structured and agreed learning activities/teaching programmes, adjusting activities according to the pupil's responses as well as working on own initiative.</p>	<ul style="list-style-type: none"> ◦ The ability to contribute to and assist with the development and implementation of Individual Education/Behaviour Plans 	<ul style="list-style-type: none"> ◦ interview
Communication	<ul style="list-style-type: none"> ◦ Ability to develop a positive relationship with the children and families. Provide regular feedback to the children, families and teacher 	<ul style="list-style-type: none"> ◦ 	<ul style="list-style-type: none"> ◦ interview
Personal Qualities	<ul style="list-style-type: none"> ◦ A strong personality with an ability to be consistent and firm. 	<ul style="list-style-type: none"> ◦ Adaptability and willingness to work in different age groups if required. 	<ul style="list-style-type: none"> ◦ Interview
Strategic Thinking	<ul style="list-style-type: none"> ◦ Able to show that they can adapt and work in high pressure situations 	<ul style="list-style-type: none"> ◦ 	<ul style="list-style-type: none"> ◦ Demonstrate knowledge at Interview
Technology / IT Skills	<ul style="list-style-type: none"> ◦ To be able to use equipment such as ipads. 	<ul style="list-style-type: none"> ◦ Should be IT literate 	<ul style="list-style-type: none"> ◦ Demonstrate knowledge at Interview
Education and Training	<ul style="list-style-type: none"> ◦ Numeracy and literacy skills at least equivalent to level 2 of 	<ul style="list-style-type: none"> ◦ To be willing to undertake further training 	<ul style="list-style-type: none"> ◦ Demonstrate knowledge at Interview

	the National Qualifications Framework.		
Equal Opportunities	<ul style="list-style-type: none"> ◦ First Federation and it's staff have a Statutory obligation to implement anti-discriminatory and equal opportunities when carrying out their duties 	<ul style="list-style-type: none"> ◦ 	<ul style="list-style-type: none"> ◦ Demonstrate knowledge at Interview
Physical	<ul style="list-style-type: none"> ◦ Able to carry out the duties of the post with reasonable adjustments where necessary 	<ul style="list-style-type: none"> ◦ 	<ul style="list-style-type: none"> ◦ Pre assessment