  Brimington Manor Infant & Nursery School

 Teaching Assistant (part-time temporary)

Job Description

**POST:** Teaching Assistant **GRADE:** 5 - 7 depending upon experience **HOURS:**  12.5

**RESPONSIBLE TO:** Headteacher, SENCo and Phase Leader

**LIAISON WITH:** All school staff

 Parents

 Advisory Staff

 All professional staff involved in the education and care of children

**FUNCTION:**

* Responsible as part of a multi-disciplinary team, under the direction of the SENCo and Headteacher.

**MAIN DUTIES AND RESPONSIBILITES**

**Support for Pupils**

To support children with special educational needs in Year 2, ensuring their safety and access to learning activities.

To provide a secure, caring and enriching environment for all pupils.

To work in all areas of the curriculum, where needed, to help pupils improve their level of understanding and achievement (social, behavioural, academic etc).

To organise and run specific groups and interventions designed to support learning development including reading groups.

To promote inclusion and acceptance of all pupils.

In conjunction with the Headteacher, SENDCO and other team members, to ensure appropriate support exists for special needs pupils within a particular school situation.

To assist with the social skills within the establishment.

To assist in the general care and supervision of child(ren) during the school day including break times and lunchtimes where appropriate.

With the support of the SENDCO, to offer 1:1 support through specialised programmes.

To encourage pupils to interact with others and engage in activities led by the teacher.

To participate in the implementation of programmes set by therapists and psychologists.

**Support for Teachers**

To contribute towards progress meetings, providing evidence of impact.

To assist with the development and implementation of provision plans, behaviour plans and personal care programs.

Where appropriate, to keep observational records of a child’s development and progress.

To assist the Teacher to mount and display work/information for children and adults.

To accompany pupils and teachers on educational visits

To support staff in completing the schools SEND assessment strategy.

To promote good behaviour, dealing promptly and appropriately with conflicts and incidents in line with the school behaviour policy.

**Support for the Curriculum**

To undertake structured and agreed learning activities/teaching programmes, adjusting activities according to pupils needs.

To prepare, maintain and use equipment/resources required to meet the lesson objectives/relevant learning activities and assist pupils in their use.

To remain up-to-date with personal training and new initiatives.

To be responsible for disseminating their training to other TA’s and teachers as appropriate.

**Support for the School**

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 the appropriate person.

To assist with resolving the behavioural and emotional problems of children under the direction of senior staff and in line with school policy.

To be aware of and support difference, and ensure all pupils have equal access to opportunities to learn and develop.

To develop a good relationship with parents and other professionals involved in supporting particular children.

To attend and participate in relevant meetings as required.

To participate at and in preparation for school events within normal working hours.

To participate in the school appraisal system

To carry out any reasonable duties within the overall function commensurate with the grading and level of responsibility of the job.