

## JOB DESCRIPTION

<b>Post Title:</b>	Teaching Assistant
<b>Location:</b>	The Satellite Provision part of the Bridge Trust
<b>Salary Grade:</b>	NJC Scale 3 - 4
<b>Contract:</b>	Permanent contract, Full time
<b>Responsible to:</b>	The Headteacher
<b>Responsible for:</b>	Pupils, team members

### Purpose of the post

To complement the professional work of teachers by supporting learning activities, in line with The Bridge School policies and guidance. This may involve supporting learning activities for individuals/ groups or for whole classes. It will involve supporting assessment, recording and reporting on achievement, behaviour for learning, progress and development.

### Support for Learning

- Organise appropriate learning environments and resources
- Within an agreed system of supervision support teaching and learning activities for individuals, groups or the whole class
- Monitor and evaluate pupil responses to learning activities through a range of assessment and monitoring strategies against defined learning intentions
- Record learning using a range of mechanisms
- Provide objective and accurate feedback as required on pupil achievement, progress and other matters, ensuring the availability of appropriate evidence
- Work within The Bridge School's behaviour policy to anticipate and manage behaviour positively, promoting self-control and independence
- Escort and supervise pupils on planned educational visits and journeys
- To provide for the management and care of pupils personal needs, e.g. toileting, changing, dressing, managing and implementing specific eating and drinking programmes.
- Promote the inclusion and acceptance of all learners within the classroom
- Encourage learners to interact and work co-operatively with others and engage all learners in activities
- Promote independence and employ strategies to recognise and reward achievement and self-reliance
- Provide feedback to learners in relation to progress and achievement
- Support the role of parents in pupils' learning and contribute to meetings with parents to provide constructive feedback on learner progress/ achievement etc.
- Work collaboratively with professionals from other agencies to support pupil's learning
- Support or deliver learning activities, within an agreed system of supervision, adjusting activities according to pupil responses/ needs
- Use ICT effectively to support learning activities and develop learners' competence and independence in its use
- Select and prepare resources necessary to lead learning activities, taking account of pupils' interests and language and cultural backgrounds

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## School Level Responsibilities

- Supervise pupils during break times (including before and after the pupils' normal school day) and to plan and organise play and club activities as appropriate.
- Take part in Performance Management in order to identify and agree development and training needs.
- Within your contracted hours, and as identified in Performance Management Processes, undertake specific training such as may be required to enable you to provide the school with effective support. This may include accredited training. Training may be provided in or out of school.
- Within contracted hours, attend staff meetings as required.
- Respect the confidentiality of pupil information and respond sensitively to pupils' needs
- Comply with and assist with the development of policies and procedures relating to child protection, health, safety and security, quality assurance, confidentiality and data protection, reporting concerns to an appropriate person
- Be aware of and support difference and ensure all pupils have equal access to opportunities to learn and develop
- Contribute to the overall ethos/ work/ aims of the organisation
- Establish constructive relationships and communicate with other agencies/ professionals, in liaison with the teacher, to support achievement and progress of pupils
- Recognise own strengths and areas of specialist expertise and use these to lead, advise and support others
- To take reasonable care for own health and safety and any other person(s) who may be affected by acts or omissions at work, in accordance with Health & Safety legislation.
- To promote the protection and safeguarding of learners through the active implementation of relevant school policies and procedures with particular reference to: child protection policy, touch policy, positive behaviour policy, positive handling policy and the staff code of conduct, and to raise any concerns relating to such procedures which may be noted during the course of duty.
- You will be required to have a valid Enhanced DBS disclosure that will be re-checked every 3 years as per the Local Authority Policy.
- Under take any other reasonable duties from time to time as may be directed by the Head teacher or his/her nominee

**PERSON SPECIFICATION**

	<b>Special Needs Professional Scale 3</b>	<b>Special Needs Professional Scale 4</b>
<b>Experience</b>	<p>Experience of working with children of relevant age in a learning environment</p> <p>Experience of working with children with special educational needs</p>	<p>Significant experience of working with children of relevant age in a learning environment</p> <p>Significant experience of working with children with special educational needs</p>
<b>Qualifications/Training</b>	Evidence of qualifications at or equivalent to L2 English and Maths	Evidence of qualifications at or equivalent to L2 English and Maths Attended relevant courses
<b>Knowledge/ Skills</b>	<p>Can use ICT effectively to support learning</p> <p>Proven ability to communicate effectively both verbally and in writing.</p> <p>Good organisational skills including the ability to set and manage priorities</p> <p>Constantly improve own practice/knowledge through self-evaluation and learning from others</p> <p>Ability to relate well to children and adults</p> <p>Work constructively as part of a team, understanding classroom roles and responsibilities and your own position within these</p> <p>Demonstrate a commitment to the protection and safeguarding of children and young people.</p>	<p>Can use ICT effectively to support learning</p> <p>Proven ability to communicate effectively both verbally and in writing.</p> <p>Full working knowledge of relevant policies/codes of practice/legislation</p> <p>Working knowledge and experience of implementing a curriculum</p> <p>Good understanding of child development and learning processes</p> <p>Good organisational skills including the ability to set and manage priorities</p> <p>Ability to support colleagues</p> <p>Constantly improve own practice/knowledge through self-evaluation and learning from others</p> <p>Ability to relate well to children and adults</p> <p>Work constructively as part of a team, understanding classroom roles and responsibilities and your own position within these</p> <p>Demonstrate a commitment to the protection and safeguarding of children and young people.</p>
<b>Continuing Professional Development</b>		Willingness to undertake additional training/ staff development as appropriate