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| crofton_logo_jpg | **CROFTON INFANT SCHOOL** | **CROFTON JUNIOR SCHOOL**  Mosaic Schools Learning Trust | CJS colour logo |

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| **JOB DESCRIPTION** | |
| **Title: Teaching Assistant**  **Hours**: As directed (38 weeks per year) | **Grade:** Scale BR4 – BR5 point 12 - 17  **Section:** Learning Support  **Reports to**: Inclusion Manager/Class Teacher |
| **MAIN PURPOSE OF THE JOB**  To assist in the support and inclusion of individual children identified by the School.  To improve the learning, social and emotional progress of the children within our provision. | |
| **SUMMARY OF RESPONSIBILITIES AND PERSONAL DUTIES**  The appointed applicants:   * will be working closely alongside the class teacher to help support children with additional needs. * should have lots of enthusiasm and patience for working with children. * must have the ability to adapt to different situations and think on their feet. * must be able to work well within a team. * would preferably have prior experience of working with children with additional needs (however this is not essential as full training will be given). * will help to support the development of the child's learning and engagement. * will help to support the development of the child's learning and engagement as well as their speech and language. * will help to support the child's well-being in the class and outdoor environment. * will have the ability to work closely with the class teacher to develop different strategies to enhance the child's welfare. * should be versatile and flexible with their duties.   Supporting the Pupils   * To develop a good knowledge of the individual’s needs in order to be able to support their development in all aspects of learning. * Taking into account the learning support involved, to aid the children to learn as effectively as possible both in group situations and on his/her own by, for example:   + clarifying and explaining instructions;   + ensuring the child is able to use equipment and materials provided;   + motivating and encouraging the child as required;   + assisting in weaker areas of learning, e.g. speech and language, reading, spelling, handwriting/presentation;   + assisting in weaker areas of behaviour e.g. challenging, disruptive, attention seeking;   + helping the individual to concentrate on and finish work set;   + liaising with class teacher and Inclusion Manager about Individual Education Plans (IEPs)   + developing appropriate resources to support the children. * To establish a supportive relationship with the children concerned. * To develop methods of promoting/reinforcing the child’s self-esteem, confidence and independence. * To support the child to achieve any targets on a Pastoral Support Plan. * Helping the child to communicate with others if appropriate.   **Supporting the Teacher**   * To assist, with the class teacher (and other professionals as appropriate), in the development of any professional programmes of support. * To assist, with the class teacher (and other professionals as appropriate), in the development of Pastoral Support Plans if the allocated child has behavioural difficulties. * In conjunction with the class teacher and/or other professionals to assist with the recording the child’s progress. * To contribute to the maintenance of child’s progress records. * To participate in the evaluation of any support programme. * To provide regular feedback about the child to the teacher.   **Supporting the School**   * Where appropriate, to develop a relationship to foster good links between home and school. * To liaise, advise and consult with other members of the team supporting the child when asked to do so. * To contribute to reviews of child’s progress, as appropriate. * To attend relevant in-service training. * To be aware of school policies and procedures and paying due regard to them. * Being committed to the school’s safeguarding procedures. * To be aware of confidential issues linked to home/pupil/teacher/school work and to keep confidences appropriately. * Any other tasks as directed by the Inclusion Manager which fall within the purview of the post. | |

This job description can be amended at any time following discussion between the Head Teacher and the member of staff.

**Employee signature:** \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

**Date:** \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_