

St Matthew Academy

Job Description

Role: Primary Teaching Assistant

Accountable to: SENDCo / Head of Primary

Salary: Scale 3, Spinal Column Points 7 - 10: £22,292 - £23,471 per annum (Pro Rata £18,841 - £19,838)

Contract Type: Permanent, Term Time only

Working Hours: 36 hours per week, 8:20am - 4:20pm with a 50 minute lunch break (25minutes of one lunch break per week will be used to do a lunchtime club)

Teaching Assistants are required to:

- Work for 195 days each year (39 weeks), term time only
- Attend staff training (INSET) days
- Assist in lunchtime supervision or lead lunchtime club
- Working under the direction of the SENDCo with regard to the Academy's equal opportunities policies and shared values.

General Teaching Assistance

- To work with pupils providing help and guidance in class, in a group or with individuals.
- To work under the guidance of the class teacher, at all times respecting the ethos of the classroom and the Academy.
- To contribute ideas and expertise to planning and review of lessons and activities for the class, a group or individual pupil.
- To use one's own initiative in adapting and following up work for pupils whilst understanding that the class teacher retains responsibility for learning.
- To discuss with the class teacher and / or SENDCo any matters of concern, which arise for or from any pupil or pupils.
- To communicate with a pupil's parents/ carers having obtained permission from the class teacher, SENDCo or Headteacher as appropriate.
- To develop a positive and professional relationship with pupils in order to promote their progress both socially, emotionally and academically using praise and positive reinforcement at all times.
- To promote good behaviour at all times. Take shared responsibility for ensuring that all pupils' behaviour is well managed to support learning and the well-being of all pupils, using praise and positive reinforcement wherever possible.
- To help to support the safety, security, comfort and wellbeing of pupils throughout the Academy.
- To attend external and internal training and staff development opportunities in order to develop new skills and keep abreast of new developments.
- To help make, maintain and organise resources for learning, including practical equipment and quality displays.
- To complete First Aid training and administer First Aid when appropriate.

Supporting Pupils who require Learning Support

- To be familiar with the needs of pupils who require learning support as advised by the class teacher and SENDCo.
- To liaise with the class teacher and SENDCo in contributing to and agreeing the specific plans for pupils who require learning support.
- Carry out interventions in groups, or one to one, as advised by the SENDCo.
- Carry out assessments in groups, or one to one, as advised by the SENDCo.
- To know and support the targets identified in the specific plans of pupils who require learning support.

- To make observations of pupils' wellbeing, progress and behaviour in the Academy, in class and at break time and discuss these observations with the SENDCo.
- To support pupils' physical needs, where necessary, as advised or requested by the SENDCo. This may include help with dressing, medication and with toilet or mobility assistance.
- To liaise with support agencies such as the Educational Psychologist, Speech Therapist, specialist teachers, and attend multidisciplinary meetings in order to support a co-ordinated response to pupils' special needs.
- To produce written feedback and reports on the progress and wellbeing of pupils with special needs as required by the class teacher, Headteacher or inclusion manager.
- To attend external and internal training and staff development opportunities in order to better understand and be able to respond to pupils who require learning support.
- Administer medication which, apart from asthma medication, will be given only upon written instruction from the Headteacher after agreement with and written instructions from the pupil's parents/carers.

Support for Individual Pupils

- Assist with the development and implementation of individual education and personal care plans.
- Promote the inclusion and acceptance of the pupil.
- Encourage the pupil to act independently as appropriate.
- Encourage the pupil to interact with others and engage in activities led by the teacher or other colleagues.
- Supervise and support him/her ensuring their safety and access to learning.
- Establish a good relationship with the pupil and be aware of and respond appropriately to his/her individual needs in accordance with Academy policies.
- Attend to the pupil's personal needs and implement related personal programmes, including social, emotional, physical, hygiene, first aid and welfare matters.
- Be proactive, resourceful and creative in identifying, developing and responding to opportunities which will encourage the pupil's learning and development.

General School Maintenance

All staff at St Matthew Academy contribute to the efficiency, organisation and success of the Academy. For Teaching Assistants this relates in particular to:

- Taking responsibility for organisation and maintaining a quality learning environment.
- Use any specific skills or expertise where possible to better the opportunities of the pupils at the Academy.
- Support the SENDCo or Senior Leadership Team on other tasks, if and when requested including working across the Academy phases.

Person Specification

BE ABLE TO:

- Communicate clearly orally and in writing.
- Spell accurately and write legibly.
- Carry out calculations using the four rules of number (at least GCSE standard).
- Work flexibly and to recognise the specific demands of the school environment.
- Work as part of a team and independently.
- Take initiative, identify and solve problems.
- Deal sensitively and effectively with people.
- Find and use relevant information and refer to appropriate sources of information.
- Respond appropriately to children in a school environment.
- Follow the Safeguarding and Equality policy.
- Understand, abide by, contribute to and promote all Academy policies.
- To comply with GDPR.

HAVE HAD EXPERIENCE OF:

- Working in a school or other education setting supporting learners.
- Working with a diverse range of clients/customers.
- Taking responsibility and using own initiative.
- Using ICT confidently.

HAVE KNOWLEDGE OF:

- How equality of opportunity can be supported and promoted through this post.
- How to support children's development in all areas of learning.
- First aid procedures (training will be given if the post holder does not currently have a first aid certificate).