

JOB TITLE	Teaching Assistant Grade 4
RESPONSIBLE TO	Assistant Principal SEN
SUPERVISES	N/A
GRADE	Grade 4 £17,810.48 - £18,108.33 (32.5 hours per week, 39 weeks per year)

Main purpose

To provide general support in classroom management and in the supervision of students, whilst maintaining a purposeful, orderly and supportive environment.

To support the teaching staff and teaching assistants in the development and education of pupils in accordance with the aims and policies of the school.

Duties and responsibilities

- Assist teaching staff in the delivery of learning activities and work programmes and undertake predetermined activities with pupils so that their intellectual and social development (including self-reliance and self-esteem) is fostered.
- To provide in class note taking facilities for pupils with literacy, sensory, physical or communication and organizational difficulties and disseminate the information to pupils in an accessible format.
- Supervise the activities of individuals or groups of pupils both in and out of the classroom (including educational visits) to ensure their safety and facilitate their physical and emotional development in accordance with the school's behaviour management policy.
- To provide general classroom support across key stages 3 and 4 and to help to ensure that all pupils have access to the curriculum.
- To ensure that pupils are aware of the school's behaviour policy and support pupils to understand the consequences of their behaviour, and to report any incidents of unacceptable behaviour or issues of concern to the appropriate member of staff.
- To help distribute materials and equipment as required.
- To contribute to and to attend meetings as required including departmental and those including external agencies and those involving parents.
- To ensure that pupils can use equipment and materials and to assist where pupils are unsure of the task, meanings of words or spellings.
- To motivate and encourage pupils and to assist them to concentrate on and complete work that has been set while developing their thinking skills

Job Description & Person Specification

- To use ICT effectively to support learning activities.
- To maintain awareness of targets and current attainment of pupils.
- To assist with the implementation of access arrangements for individual pupils.
- To undertake a range of clerical/administration tasks as required.
- To assist as directed during school and public examinations sessions including invigilation.
- To assist with the personal and physical needs of students including health and hygiene matters including lifting, manual handling and transfer of physically disabled pupils as required.
- To undertake lunchtime supervisory duties
- To provide occasional emergency cover for absent colleagues within the SEN team

Health and safety

- Promote the safety and wellbeing of pupils, and help to safeguard pupils' wellbeing by following the requirements of Keeping Children Safe in Education (KCSIE) and our school's child protection policy
- Look after children who are upset or have had accidents

Professional development

- Help keep their own knowledge and understanding relevant and up-to-date by reflecting on their own practice, liaising with school leaders, and identifying relevant professional development to improve personal effectiveness
- Take opportunities to build the appropriate skills, qualifications, and/or experience needed for the role, with support from the school
- To take part in one's own training; attending INSET training and to attend relevant external courses as necessary
- Take part in the school's appraisal procedures

Other areas of responsibility

Safeguarding

- Work in line with statutory safeguarding guidance (e.g. Keeping Children Safe in Education, Prevent) and our safeguarding and child protection policies
- Promote the safeguarding of all pupils in the school
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The post holder will be required to follow school policies and the staff code of conduct.

Please note, this is illustrative of the general nature and level of responsibility of the role. It is not a comprehensive list of all tasks that the HLTA will carry out. The postholder may be required to do other duties appropriate to the level of the role, as directed by the headteacher or line manager.

Person specification

CRITERIA	QUALITIES
Qualifications and training	<ul style="list-style-type: none"> • GCSE or equivalent level, including at least a Grade 4 (previously Grade C) in English and maths • First-aid training, or willingness to complete it • A qualification relating to supervising and or directing pupils • Evidence of further training work related or other
Experience	<ul style="list-style-type: none"> • Experience working in a school environment or other educational setting • Experience of working with children/young people • Experience of working as part of a multi-disciplinary team
Skills and knowledge	<ul style="list-style-type: none"> • Good literacy and numeracy skills • Ability to build and form good relations with colleagues, other professionals and students/parents/carers • Good communication skills, both verbal and written • Good organisational skills • Ability to work independently and use initiative but also able to work constructively as part of a team • Sound literacy and numeracy skills • Ability to use ICT packages and equipment effectively • Basic understanding of child development and learning principles • Effective networking skills • Ability and a commitment to work flexibly and to respond to unplanned situations
Personal qualities	<ul style="list-style-type: none"> • Ability to deal confidentially, impartially and appropriately with situations • Patience, tolerance and sensitivity • Good interpersonal skills and the ability to establish rapport with individuals adults and students • Efficient and meticulous in organization • A desire to develop skills and knowledge through CPD • Evidence of exemplary attendance and punctuality • Ability to work additional hours as required • Commitment to the highest standards of child protection • Recognition of the importance of personal responsibility for Health and Safety • Commitment to the school's ethos, aims and its whole community