

**JOB DESCRIPTION**

**JOB TITLE: Teaching assistant**

**BASED:** Bawdsey CEVCP School

**RESPONSIBLE TO:** Headteacher and class teacher

**JOB PURPOSE:**  To work as an effective member of the Bawdsey CEVCP School team in the provision of high-quality inclusive learning opportunities for all children attending the school. To work with colleagues to provide a safe, welcoming, purposeful, stimulating and encouraging environment both indoors and outdoors. To work in particular with pupils with SEND and who have specific behavioural needs.

**MAIN DUTIES:**

1. **Planning and organisation** - planning and delivery of the curriculum particularly for pupil with SEND/ behavioural issues.
* To help set up the learning environment for the day and to help to tidy away at the end of the session, ensuring that all equipment is clean and safe at all times
* Implementing risk assessments, as delegated, to ensure the well-being of children and adults in the setting
* To assist with the planning of activities and the continual enhancement of the learning environment (quality improvement)
1. **High quality practice**
* Keep up to date with current good practice in schools and with SEND/ behavioural issues.
* To recognise individual needs – Special Educational Needs (SEN) and disability, English as Additional Language (EAL) and cultural diversity
* To act as a key person for a particular child and their family if needed by the class teacher.
* To observe and record children’s developmental progress
* To be an active member of the team
* Ensuring confidentiality is maintained at all times
* To liaise with staff and parents/carers as needed. Ensure that all concerns and complaints are dealt with in a professional manner and in accordance with the policies and procedures
* Attend regular team meetings and supervisions
* To promote smooth transitions for children
1. **Statutory, setting and legal obligations**
* Knowledge and understanding of the SEND, local safeguarding procedures and Health and Safety
* To ensure an up-to-date knowledge of local safeguarding children procedures and ensure these procedures are embedded in everyday practice
* To provide First Aid when necessary and contribute to keeping written records of incidents, accidents and concerns
* To provide personal help to pupils who may need toileting assistance/ nappy changing in the wider school if covering.
* To keep abreast of current developments and legislation by attending relevant training, network meetings, and reading relevant publications
1. **Other**
* To undertake any other reasonable duties as directed by the class teacher or Headteacher in accordance with the settings’ objectives and business plan

This job description is not an exhaustive list of duties and the post holder will be required to undertake any other reasonable duties as discussed and directed by the class teacher or Headteacher.



**Person Specification for the role of Teaching Assistant**

|  |  |
| --- | --- |
| Essential | Desirable |
| **Education and Training*** GCSE Maths and English at Grade C or above
 | * Teaching Assistant training/ qualifications if possible.
* Up-to-date Safeguarding, Paediatric First Aid and Food Hygiene training
* Evidence of relevant Continuous Professional Development
* Up-to-date with latest relevant research and theories
 |
| **Experience*** Experience working with children
 | * Experience of working as a Teaching Assistant
* Experience of working with SEND Children
 |
| **Abilities, Knowledge and Skills*** Some experience of working in a child care setting
* Ability to work as part of a team and on own initiative
* An awareness and understanding of inclusive practice

Also consider personal characteristics, such as:* Self-reflection
* Time management skills
* Organisational skills
* Inter-personal skills
* Interaction with children
* Commitment to working collaboratively and positively within a team
* Commitment to equal opportunities
 | * Experience of working in partnership with parents and carers
* Experience of working in partnership with other agencies

Consider:* Knowledge of planning and providing for high quality childcare and education
* Knowledge of supporting children’s behaviour
* Knowledge of SEND code of practice
 |
| **Other*** Commitment to attend training and other development opportunities
 |  |