GRADE:	NJC Grade 6 (Point 20-22)
ACCOUNTABLE TO:	Higher Level Teaching Assistant / Assistant Heads
RESPONSIBLE FOR:	

MAIN PURPOSE

Assist in the educational and social development of pupils under the direction and guidance of teaching staff.

To provide support for pupils inside and outside of the classroom enabling them to fully participate.

Contribute to the development of a safe and stimulating learning environment.

KEY ACCOUNTABILITIES

1. Provide pastoral support to pupils
2. Participate in comprehensive assessment of pupils to determine those in need of particular help
3. Assist the teacher with the development and implementation of Individual Education/Behaviour/Support/Mentoring plans
4. Establish productive working relationships with pupils, acting as a role model
5. Develop 1:1 mentoring arrangements with pupils and provide support
6. Promote the speedy/effective transfer of pupils across phases/integration of those who have been absent
7. Provide information and advice to enable pupils to make choices about their own learning/behaviour/attendance
8. Challenge and motivate pupils, promote and reinforce self-esteem
9. Provide feedback to pupils in relation to progress, achievement, behaviour, attendance, etc.
10. Liaise with feeder schools and other relevant bodies to gather pupil information
11. Support pupils' access to learning using appropriate strategies, resources, etc.
12. Work with other staff in planning, evaluating and adjusting learning activities as appropriate
13. Monitor and evaluate pupils' responses and progress against action plans through observation and planned recording
14. Provide objective and accurate feedback and reports as required, to other staff on pupils' achievement, progress and other matters, ensuring the availability of appropriate evidence
15. Be responsible for keeping and updating records as agreed with other staff, contributing to reviews of systems/records as requested including the inputting of data on SIMS

16. Establish constructive relationships with parents/carers, exchanging information, facilitating their support for their child's attendance, access and learning and supporting home to school and community links
17. Assist in the development, implementation and monitoring of systems relating to attendance, behaviour management and integration
18. Clerical/admin support e.g. dealing with correspondence, compilation/ analysis/reporting on attendance, exclusions etc., making phone calls, etc.
19. Implement agreed learning activities/teaching programmes, adjusting activities according to pupil responses/needs
20. Determine the need for, prepare and use specialist equipment, plans and resources to support pupils

GENERAL

- Be aware of and comply with policies and procedures relating to child protection, health, safety and security, confidentiality and data protection, reporting all 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 school
- Establish constructive relationships and communicate with other agencies/professionals, in liaison with the teacher, to support achievement and progress of pupils
- Attend and participate in regular meetings
- Participate in training and other learning activities as required
- Recognise own strengths and areas of expertise and use these to advise and support others
- Assist in the supervision, training and development of staff
- Implement planned supervision of pupils out of school hours
- Supervise pupils on visits, trips and out of school activities as required

Signed: …… (Post holder) Date: …….

Signed: …… (Line Manager) Date: …….

The particular duties assigned to this post are set out above but should not be regarded as exclusive or exhaustive. There will be other duties and requirements associated with your job and, in addition, as a term of your employment you may be required to undertake various other duties as may reasonably be required. These duties may be reviewed and amended in consultation with the post holder in light of any changes in the requirements and priorities within the school. Such variations are a common occurrence and cannot of themselves justify a re-grading of the post.

PERSON SPECIFICATION

Qualifications and Knowledge

- A good standard of education across a range of subjects
- GCSE (or equivalent) pass at Grade C or above in English and Mathematics
- NVQ 3 for Teaching Assistants or equivalent qualification or experience

Experience

- Experience working with children of relevant age
- Experience of working with challenging and/or disaffected young people
- Experience in a school environment

Skills and Abilities

- Understanding of the principles of child development and the learning processes, in particular, barriers to learning
- Work constructively as part of a team, understanding classroom roles and responsibilities and your own position within these
- Ability to self-evaluate learning needs and actively seek learning opportunities
- Confident to work within a range of subject areas
- An ability to work with pupils, colleagues and parents with a high level of professionalism
- Committed to enabling pupils to improve literacy and numeracy levels
- Able to manage conflict and deal positively with challenging behaviour
- An ability to maintain focus in challenging circumstances
- Good organisational skills in order to arrange events/courses with limited guidance
- Good communication and interpersonal skills
- Ability to maintain confidentiality and deal with sensitive issues effectively
- Committed to further development of skills through CPD/training, etc.

Equalities

- To be able to demonstrate a commitment to the principles of Equalities and to be able to carry out duties in accordance with the Council's Equalities Policy

Other Requirements

- Able to move between locations across West Sussex