

## Belmore Primary Academy

<b>Position:</b>	<b>Teaching Assistant</b>
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**Department:** Inclusion

**Reports to:** Assistant Head/HLTA Manager

**Purpose of Role** To meet the needs of children with SEND across the school requiring additional support

### Job Description

**Support for Pupils:** Attend to the child's personal needs and implement related personal programmes, including social, health, physical, hygiene, first aid and welfare matters.

Supervise and support the child ensuring safety and access to learning.

Establish good relationships with the child, acting as a role model and being aware of and responding appropriately to individual needs.

Promote the inclusion and acceptance of the child.

Encourage the child to interact with others and engage in activities led by the teacher.

Encourage the child to act independently as appropriate.

Liaise with the class teacher regarding the child's IEP and targets

Clarify and explain instructions to the child.

Develop appropriate resources to support the child

Encourage constructive play in the playground

Be able to implement specialised programmes, for example Occupational Therapy and Speech and Language programmes.

**Support for Teachers:** Be aware of the child's problems/progress/achievements and report to the teacher as agreed.

Undertake record keeping as requested.

Support the teacher in managing the child's behaviour, reporting difficulties as appropriate.

Gather/report information from/to parents/carers as directed.

Be able to report to teacher about progress against child's targets, such as I.E.P, Occupational Therapy and Speech and Language targets.

**Support for the Curriculum:** Support the child in respect of local and national learning strategies e.g. literacy, numeracy, early years, as directed by the teacher.

Support the child to understand instructions.

Support the child in using basic ICT as directed.

Prepare and maintain equipment/resources as directed by the teacher and assist the child in their use.

**Support for the School:** 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.

Contribute to the overall ethos/work/aims of the school.

Appreciate and support the role of other professionals.

Attend relevant meetings as required.

Participate in training and other learning activities and performance development as required.

Accompany teaching staff and the child on visits, trips and out of school activities as required.

## Person Specification

### Qualifications & Experience:

Experience of working with relevant age groups within a learning environment.

Good numeracy and literacy skills.

Relevant Teaching Assistant qualifications.

Experience working with children with special educational needs.

### Knowledge & Understanding:

Able to work constructively as part of a team, understanding classroom roles and responsibilities.

Able to use basic technology - computer, video, photocopier.

Ability to relate well to children and adults.

Appropriate knowledge of first aid. (Desirable)

### Personal Qualities

Must be committed to looking after the welfare of the children

Must be able to complete tasks with the minimum of supervision

Must be able to prioritise and react appropriately to events and situations

Must be willing to learn new skills including Sign a long

Must be willing to be a member of a team

Must keep school matters confidential

Must have a sense of humour

Must show initiative and flexibility.

### Physical

Must enjoy good health

Must be able to lift and carry materials

### Equal Opportunities

Must have an understanding of and a willingness to promote equal opportunities