Dereham Church of England Junior Academy

Headteacher: Mrs Kelly Scott
Littlefields, Dereham, Norfolk NR19 1BJ Tel: 01362 693876
Email: office@derehamjunior.dneat.org Web: www.derehamjunior.dneat.org

Diocese of Norwich Education and Academies Trust

Teaching Assistant Job Description

Contract: Scale D – Point 5.

Hours: 8.25 – 3.25. 30 hours – Term Time + 1 week

Line Manager: Responsible to Deputy Head/Year Leader

Role and Context	
Job Purpose	Under the instruction/guidance of teaching or other senior staff and within the overall ethos of the academy, undertake care and learning programmes and activities to support individuals or groups of pupils, including more specialised support for those with special educational needs, enable access to learning for pupils and assist the teacher in the management of pupils and the classroom.
Context	Job Family: Classroom and Pastoral
Other Job Information	Liaise with teachers, other support, health and education specialists, parents, visitors and volunteers and appreciate/support their roles. Work may be carried out in the classroom or in other teaching areas.

Principal Accountabilities

Support for Pupils

- Enable access to learning and social opportunities for the child/ren you will be supporting
- Have an understanding of the next steps for the child/ren you are supporting and actively provide learning opportunities to support the child/ren in reaching targets set
- Provide information about the learning and progress of the child/ren you support to the class teacher for reports and information including for statutory reviews
- If required, work with key partners in the speech and language service, educational psychology service and ASD Support team to develop strategies to further develop the learning and progress of the child(ren) you are supporting
- Provide care and support inside and outside the classroom as directed for one or more individual children during the school day
- Develop close, caring and purposeful relationships with target child/ren, and, where appropriate, offer support to other students in the same class as directed
- Work with individual children on a one-to-one or small group basis to develop literacy, numeracy and social skills

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- Assist with the child/ren's personal, behavioural and social development through appropriate guidance and advice, within the context of the teacher's overriding responsibility for behaviour management in the classroom
- Take a constructive role in preventing/minimising the effects of emotional and behavioural incidents
- Accompany students on trips or visits.
- To attend to the personal and social needs of pupils and any other special requirements depending on the nature of a pupil's special needs and, wherever possible, making these part of the learning experience.
- Under agreed school procedures and in line with statutory guidance on supporting pupils at school with medical conditions, to give first aid/medicine where necessary; accompany sick children home, or to a health centre/hospital; or assist with programmes of special care such as physiotherapy, occupational therapy or speech therapy, under the direction of the appropriate specialist.
- Supervise and support pupils ensuring their safety and access to learning.
- Establish good relationships with pupils, acting as a role model and being aware of and responding appropriately to individual needs, promote the inclusion and acceptance of all pupils and encourage pupils to interact with others and engage in activities led by the teacher.

Support for Teachers

- Amend/adapt resources, under the direction of the class teacher to ensure resources are appropriately differentiated
- Support children's learning in consultation with teachers during lessons
- Feedback information regarding interventions to teachers and year group staff
- Assist staff in the acquisition and preparation of resources which will facilitate wider inclusion for all students.

Support for the Curriculum

- Work with class teachers to plan a differentiated curriculum:
  - support children's learning in consultation with teachers during lessons;
  - prepare materials to assist the teaching of students with the support and guidance of the class teacher to ensure differentiated material is available for all students;
  - assist with planning of learning activities and administer routine tests;
- Support the Academy in evaluating their inclusive practice for SEN students.

Support for the Academy

- Be aware of and comply with Academy polices relating to child protection, health and safety, confidentiality and data protection
- Be aware of and support difference and ensure all SEN students have equal access to opportunities to learn and develop
- Undertake any training required to support an individual pupil or special educational need

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- Establish constructive relationships and communicate sensitively and effectively with other professionals, teachers, parents/carers to support the achievement and progress of children you work with.

Administration

- Support the assessment procedures for children you work with at the Academy
- Support the implementation of One Page Profiles, Support and Intervention Plans (SIPs) or any other plan put in place for pupils
- Monitor and report on the implementation of all Support Plans and assist with record keeping
- Assist, as requested, in the preparation and review of all Support Plans.

Resources

- Help students access specialist learning resources as required
- Keep up-to-date knowledge of the range of external agencies and opportunities that can be used to provide extra support for children you work with.

Signed by Appraiser:

Print name:

Date:

Signed by Appraisee:

Print name:

Date:

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