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**Monkfrith Primary School**

**Job Description: Teaching Assistant (Level 2)**

1:1 Support for a child with Complex Needs

Initial 1 year contract with opportunities for extension

**Responsibilities:**

* Responsible to the Head Teacher and Governors.
* To work under the direction of the Class Teacher and SENCo, in consultation with the Head Teacher, to provide care, learning support and assistance to a pupil with complex needs in Key Stage Two. To work collaboratively with all staff in implementing the aims and objectives of the school.

**Support for the Pupil**

* To develop the knowledge of a range of learning support needs and to develop an understanding of the specific needs of the child to be supported.
* Taking into account the learning support involved, to aid the child to learn as effectively as possible both on their own and in group situations, by for example:
  + Following a personalised timetable
  + Supporting the child to meet targets set in Support Plans and Behaviour Plans
  + Clarifying and explaining instructions
  + Supporting the child to use equipment and resources.
  + Supporting the child to meet their sensory and communication needs.
* To support the child to build self esteem and regulate emotions.
* Assist the class teacher with the development and implementation of the curriculum.
* Establish constructive relationships with the pupil and interact with them according to individual needs.
* Promote inclusion and acceptance of all pupils.
* Support the child to have successful interactions with peers.
* Support the child to engage in learning activities.

**Support for the Teacher**

* Create and maintain a purposeful, orderly and supportive environment, in accordance with lesson plans and assist with the display of pupils’ work.
* Use strategies, in liaison with the teacher and Senior Management Team to support the pupil to achieve targets.
* To assist with the planning of learning activities.
* Monitor pupils’ responses to learning activities and accurately record achievement/ progress as directed.
* Provide detailed and regular feedback to teachers on pupil achievements and progress.
* Promote good behaviour through implementing the behaviour policy and individual behaviour plan and risk assessment as appropriate.
* Establish constructive relationships with parents/ carers.
* Support teaching staff with routine administration e.g. photocopying and preparation of resources.

**Support for the Curriculum**

* Assist with the implementation of structured and agreed learning activities/teaching programmes, adjusting activities according to pupil responses.
* Assist with the implementation of programmes linked to local and national learning strategies.
* Prepare, maintain and use equipment/ resources required to meet the lesson plans/ relevant learning activity and assist pupils in their use.

**Support for the School**

* Be aware of and comply with the policies and procedures relating to child protection, health and safety, confidentiality and data protection, reporting all concerns to the Head teacher.
* Be aware of and support difference to ensure all pupils have equal access to opportunities to learn and develop.
* Implement advice from other professionals.
* Attend and participate in relevant meetings as required.
* Participate in training and other learning activities and performance development as required.
* Assist with the supervision of pupils outside of lesson times.
* Accompany teaching staff and pupils on educational visits if appropriate.

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**Monkfrith Primary School**

**PERSONAL SPECIFICATION**

**Teaching Assistant Level 2**

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| Qualifications and experience | E  E    E    E  D  E    D | The candidate should have:   * Experience of working with children in the primary setting   Hold child care qualification NVQ Level 2 or equivalent or a good Honours Degree   * Good Numeracy and Literacy skills (GSCE Grade C or above or equivalent)   Experience of working with children with complex needs   * Training in Team Teach – positive handling techniques   Experience of working with children with Autism Spectrum Condition  First Aid Certificate |
| Knowledge and key skills | D  E  E    E    E | The candidate should:   * Have knowledge of child development   Be flexible and creative in delivering learning experiences  Be able to communicate effectively with a wide range of people, including modelling good English Language and written skills   * Be familiar with learning in the primary schools setting * Have knowledge of approaches which support children with ASC * Have skills in working 1:1 with children with complex needs |
| Professional and personal qualities | E  E  E  E  E  E | The candidate should:  Be calm and positive   * Be able to work on own initiative   Have the ability to relate well to all children and adults within the school community   * Be able to work constructively as part of a team * Display enthusiasm, flexibility and energy in the post   Display commitment to learning in relation to developing aspects of the role |