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Headteacher: Ian Taylor

## Job Description

## One Year Temporary Post

Job Title:	Teaching Assistant to provide 1:1 support to pupils with EHC plans.	School:	Ernesford Grange Primary
Grade:	Grade 2	Salary:	Point 2
Reports To:	SENCo/ Deputy Headteacher		

### Purpose of the Job:

Level 2 staff provide more specific support and work under the supervision and guidance of a classroom teacher/SENCo. The basic entry requirement is NVQ 2 and staff who are not already qualified are required to work towards it.

Key Features: To undertake work/care/support programmes, to enable access to learning and to assist a teacher in the management of pupils and the classroom. To support teaching staff in the development and education of pupils including the provision of specialist skills as appropriate.

### Main activities:

Accountable to SENCO/Assistant/Deputy Headteacher working under the direction of the class teacher(s) and SENCO on a day-to-day basis.

#### Main responsibilities:

**To provide 1:1 support for a pupil in EYFS with an EHC plan according to specific individual needs.**

- Support pupils during learning activities by:
  - clarifying and explaining instructions.
  - ensuring the child can use equipment and materials provided.
  - motivating and encouraging the child as required.
  - assisting in weaker areas.
  - helping pupil to concentrate on and finish work set.
- Meeting pupils' specific needs as required on a one-to-one basis.
- Promote independent learning.
- Provide English and maths support to allow access to the curriculum.
- Help pupils to develop English and maths skills.
- Agree adaptations to learning activities to differentiate activities appropriately.
- Deliver development programmes for pupils.
- Contribute to planning meetings.

- To attend relevant IEP and Annual Review Meetings and to write reports as necessary.
- Liaising with other professionals.
- To develop a knowledge of a range of learning support needs and to develop an understanding of the specific needs of the child to be supported.

#### **Share responsibility for the welfare and health and safety of the pupil.**

- Help with care and support of pupils.
- Promote social and emotional development of pupils.
- Support the maintenance of pupil safety.
- Contribute to the health and well-being of pupils.

#### **Contribute to the management of pupil behaviour.**

- Contribute to the management of pupil behaviour.
- Help to develop pupils' self-esteem.
- Establish and maintain good relationships with individuals and groups.
- Implement behaviour modification plans when needed.
- Use a range of strategies to support pupils with emotional and behavioural difficulties.

#### **Support teachers in the organisation and management of the learning environment.**

- Help develop, plan, implement and evaluate the education programmes for pupils.
- Help prepare resources for the classroom.
- Assist in preparing learning environment.

#### **Support teachers in maintaining records of pupil achievement.**

- Observe and report on pupil performance.
- Contribute to maintaining pupil records.
- Monitor pupil's response to learning activities.

#### **Support for Teacher/School**

- Provide support for learning activities by contributing to supporting a teacher in the planning and evaluation of learning activities and supporting the delivery of learning activities.
- Contribute to organising effective learning environments and maintaining appropriate records.
- Undertake routine marking in line with school policy.
- Design and produce displays with minimal supervision.
- Contribute information to pupil records including assessment data.
- Work with parents to enhance pupils learning.
- Liaise with parents and develop positive relationships.
- Support out of hours school learning activities (within established guidelines).
- Monitor pupils' responses to learning activities and record achievement/progress as directed.
- Provide regular feedback to teachers on pupil achievement, progress and problems.
- Promote good pupil behaviour, dealing promptly with conflict and incidents and reporting in line with school policy.
- Establish constructive relationships with colleagues and other professionals.
- Administer routine tests and invigilate tests.
- Support the use of ICT in learning activities and develop pupils' competence and independence in its use.
- Participate in training and other learning activities and performance development as required.

### **General Duties**

- Be aware of and comply with local authority and school policies and procedures e.g. relating to health and safety, security, confidentiality, data protection, child protection and vulnerable pupils, reporting concerns to the appropriate person.
- Contribute to the overall ethos/work/aims of the school and effective team working.
- Participate in training, other learning activities and performance development as required.
- Attend and participate in meetings as required.
- Any other duties commensurate with the duties/responsibilities/grade of the post
- To be accountable for and promote equal opportunity, diversity and community cohesion to meet school objectives. All employees have a responsibility not only for their own behaviour, but also for others regarding equality of opportunity. Any incident must be reported.
- To participate in a Performance Review and Development meeting and undertake a plan of training where necessary. Develop his/her own skills and expertise in a professional manner.
- In addition to all the responsibilities listed above, all employees must be flexible in their approach and undertake other duties that are commensurate with post holder's level, wherever they may be, to achieve the objectives of the School.
- To represent the school in a professional manner meeting the school aims.
- To comply with school policies.
- To actively promote school's commitment to safeguarding and promoting the welfare of children, young people and vulnerable adults at a level appropriate to this role and setting.
- Employees must comply with health and safety legislation and will be required to comply with Health and Safety Policies. All employees must ensure that they take reasonable care of their own health and safety as well as the health and safety of any person that is affected by their actions.
- To be responsible for adhering to legislative requirements and Policies and Procedures including, but not exclusively Health & Safety, Data Protection and Internet/Email use

All staff in school will be expected to accept reasonable flexibility in working arrangements and the allocation of duties in pursuance of raising pupil achievement. Any changes will take account of salary/status/hours and will be subject to discussion, in accordance with the guidance note on contractual changes.

### **Special Conditions**

This post is subject to the DBS checking process.

The school is committed to safeguarding and promoting the welfare of children and young people and expects all staff and volunteers to share this commitment. The successful candidate will be appointed subject to satisfactory medical, reference and DBS checks.

The exact focus of the role will be decided at school level and will consider the needs of the school and the development needs of the member of staff.

The salary offered reflects the fact that the post holder will be required to work term-time only.

Although the main purpose of the role is to support an individual child, there may be occasions where you are required to support other pupils in the class.

The post is a one-year temporary contract which may end after one year depending on the needs of the child or if the child was to leave Ernesford Grange Primary School.

## Ernesford Grange Primary School

### Person Specification: SEN Teaching Assistant

CRITERIA	QUALITIES
<b>Qualifications and training</b>	<ul style="list-style-type: none"><li>• Qualifications in English and mathematics e.g. GCSE or equivalent – <b>essential</b>.</li><li>• NVQ Level 2 or equivalent – <b>essential</b>.</li><li>• Other relevant training and experience in education and schools e.g. safeguarding – <b>desirable</b>.</li></ul>
<b>Experience</b>	<ul style="list-style-type: none"><li>• Working knowledge of early years foundation stage and current Ofsted statutory guidance.</li><li>• Knowledge of implementing good quality learning opportunities.</li></ul>
<b>Knowledge, ability and Skill</b>	<ul style="list-style-type: none"><li>• Empathy and understanding of children under five.</li><li>• Excellent verbal and communication skills with children and parents.</li><li>• Ability to write reports and keep clear and accurate records.</li><li>• Excellent organizational skills.</li><li>• Administrative and basic IT skills.</li><li>• Calm and caring.</li><li>• Ability to work as part of a team.</li><li>• Able to work on own initiative.</li><li>• Understanding of how the children's needs may impact on their behaviour.</li></ul>
<b>Personal qualities</b>	<ul style="list-style-type: none"><li>• Reliable, enthusiastic, and flexible.</li><li>• A commitment to quality in all areas, with a high level of motivation and enthusiasm.</li><li>• A creative thinker.</li><li>• A good sense of humour.</li></ul>
<b>Special Requirements</b>	<ul style="list-style-type: none"><li>• An enhanced DBS check will be required.</li><li>• Understanding and commitment to equal opportunities.</li><li>• Willingness to play a full and active role in the life of the school.</li><li>• Commitment to maintain confidentiality at all times.</li></ul>