

## **EAST SUSSEX COUNTY COUNCIL**

### **Job Description**

<b>DEPARTMENT</b>	Children's Services
<b>SCHOOL</b>	All
<b>JOB TITLE</b>	Teaching Assistant (3)
<b>GRADE</b>	Single Status Grade 4
<b>RESPONSIBLE TO</b>	The Headteacher
<b>MAIN PURPOSE OF THE JOB</b>	Working under guidance: implement work programmes for individuals/groups which could include those requiring detailed and specialist knowledge in particular areas. To assist in the whole planning cycle and the management/preparation of resources.

### **Main Functions**

1. To develop and deliver speech and language programmes for pupils both 1:1, small groups and whole class sessions
2. To work with the teacher to establish an appropriate learning environment to support speech and language skills
3. To work with the teacher in lesson planning, evaluating and adjusting lessons/work plans as appropriate
4. To monitor and evaluate pupils' responses to learning activities through observation and planned recording of achievement against pre-determined learning objectives
5. To use specialist (curricular/learning) skills to support pupils
6. To assist with the development and implementation of Provision Mapping
7. To establish productive working relationships with pupils, acting as a role model and setting high expectations
8. To promote the inclusion and acceptance of all pupils within the classroom and small group settings
9. To support pupils consistently whilst recognising and responding to their individual needs
10. To encourage pupils to interact and work co-operatively with others and engage all pupils in activities
11. To promote independence and employ strategies to recognise and reward achievement and self-reliance

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12. To implement agreed learning activities/teaching programmes, adjusting activities according to pupils' responses/needs
13. To implement speech and language programmes and make effective use of opportunities provided by other learning activities to support the development of these skills
14. To support the use of ICT in learning activities and develop pupils' competence and independence in its use
15. To determine the need for, prepare and maintain general and specialist equipment and resources
16. To provide feedback to pupils in relation to progress and achievement
17. To provide objective and accurate feedback and reports as required, to the teacher and SENCo on pupil achievement, progress and other matters, ensuring the availability of appropriate evidence
18. To be responsible for keeping and updating records as agreed with the teacher, contributing to the review of systems/records as requested and SENCo
19. To undertake marking of pupils' work and accurately record achievement/progress
20. To promote positive values, attitudes and good pupil behaviour, dealing promptly with conflicts and incidents in line with established policy and encourage pupils to take responsibility for their own behaviour
21. To liaise sensitively and effectively with parents/carers, as agreed with the teacher, within your role/responsibility and participate in feedback sessions/meetings with parents as directed
22. To administer and assess routine tests and invigilate exams/tests
23. To assist in the induction of new members of staff
24. To 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
25. To supervise pupils on visits, trips and out of school activities as required
26. To be willing to support playground/break time supervision e.g. educational games, homework clubs etc (within employed hours)
27. To provide general clerical/administrative support e.g. maintain records for speech and language, produce worksheets for agreed activities etc
28. To prepare work and activities in advance of the sessions (within employed hours) i.e. photocopier, laminator, making books, labels, signs, and undertaking practical tasks to maintain a good standard of classroom appearance

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- 29. To attend and participate in regular meetings
- 30. To participate in training and other learning activities offered by the school and county to further knowledge (within employed hours)
- 31. To carry out the above duties in accordance with the Education Department's Equal Opportunities Policy.

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This job description sets out the duties of the post at the time it was drawn up. The post holder may be required from time to time to undertake other duties within the school as may be reasonable expected, without changing the general character of the duties or the level of responsibility entailed. This is a common occurrence and would not justify a reconsideration of the grading of the post.

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### **Person Specification**

<b>DEPARTMENT</b>	Children's Services
<b>SCHOOL</b>	All
<b>JOB TITLE</b>	Teaching Assistant (3)
<b>GRADE</b>	Single Status Grade 4

### **Knowledge**

- 1.1 A good standard of education particularly in English and Mathematics
- 1.2 Knowledge of the legal and organisational requirements for maintaining the health, safety and security of yourself and others in the learning environment
- 1.3 Knowledge of SEN Code of Practice
- 1.4 Knowledge of strategies to recognise and reward efforts and achievements towards self-reliance that are appropriate to the age and development stage of the pupils

### **Experience**

- 2.1 Experience of supporting children in a classroom environment, including those with special educational needs
- 2.2 Experience of using Information Technology to support pupils in the classroom
- 2.3 Experience of developing and delivering speech and language programmes to children.

### **Skills & Abilities**

- 3.1 Ability to consistently and effectively implement agreed behaviour management strategies
- 3.2 Ability to use language and other communication skills that pupils can understand and relate to
- 3.3 Ability to establish positive relationships with pupils and empathise with their needs
- 3.4 Ability to demonstrate active listening skills
- 3.5 Ability to provide levels of individual attention, reassurance and help with learning tasks as appropriate to pupils' needs, encouraging the pupils to stay on task
- 3.6 Ability to monitor the pupils' response to the learning activities and, where appropriate, modify or adapt the activities as agreed with the teacher to achieve the intended learning outcomes
- 3.7 Ability to carry out and report on systematic observations of pupils' knowledge, understanding and skills
- 3.8 Ability to assist in the recording of lessons and assessment as required by the teacher
- 3.9 Ability to offer constructive feedback to pupils to reinforce self-esteem

- 3.10 Ability to work effectively and supportively as a member of the school team working alongside colleagues and sharing ideas and information
- 3.11 Ability to work within and apply all school policies e.g., behaviour management, child protection, Health & Safety, Equal Opportunities etc

### **Personal Qualities**

- 4.1 Willingness to participate in further training and developmental opportunities offered by the school and county, to further knowledge
- 4.2 Willingness to maintain confidentiality on all school matters

### **Essential Criteria**

- 5.1 NVQ Level 3 for Teaching Assistants or equivalent
- 5.2 Speech and Language qualification