**THE CORSHAM SCHOOL ACADEMY GROUP**

**A Multi Academy Trust**

JOB DESCRIPTION

**TEACHING ASSISTANT MAIN**

**DESIGNATION:** \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

**NAME:\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ EFFECTIVE DATE:**\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

**SALARY SCALE: CRPA GRADE B £9.18 per hour HOURS: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_**

**\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_**

**PURPOSE OF JOB:**

**To assist in the support and inclusion of all children within a mainstream school and ensure their safety.**

**MAIN EMPLOYMENT DUTIES**:

**1. Supporting pupils learning either in groups or through 1:1 work.**

The exact tasks will depend on the learning support needs of the pupil/s but may include:

* Supporting the development of skills in English, Mathematics, communication and social and behavioural needs.
* Differentiating work, with support from class teacher, for individual pupils to suit their ability.
* Using knowledge of pupils learning support needs to suggest appropriate adjustments to lesson plans to teachers, where appropriate.
* Clarifying and explaining instructions.
* Ensuring pupils are able to use equipment and materials provided
* Motivating and supporting pupils.
* Helping pupils to concentrate on and finish work set.
* Meeting physical and emotional needs as required while promoting independence.
* Liaising with class teacher and Senior Teacher Leading Inclusion about IEPs, My Support Plans and My plans where appropriate.
* Developing appropriate resources to support pupils.

**2. Supporting pupils self esteem, inclusion and behavioural development, e.g.**

* Encouraging an acceptance and inclusion of the pupil with special needs.
* Developing methods of promoting/reinforcing the pupil’s self esteem and independence.
* Providing individual supervision in and out of the classroom for pupils with behavioural problems.
* Establishing a supportive relationship with pupils.
* Reinforcing the school ethos, e.g. expectations of behaviour within class and elsewhere on the school site to include reinforcing the Golden Rules
* Supervising pupils on outings, school activities.

**3. Provide physical/personal care to pupils where required, e.g.**

* Helping with dressing/toileting where appropriate
* Undertaking physiotherapy and speech therapy exercises following instruction and advice from a qualified therapist.

**4. Supporting the teacher/s, e.g.**

* Using knowledge and experience of the pupils concerned, to contribute, with the class teacher (and other professionals as appropriate), to the development and evaluation of a suitable programme of support for children who need learning support.
* Carry out fortnightly monitoring of IEPs/ My support Plans/ My Plans, where appropriate, contribute to the six weekly reviews of pupil progress.
* In conjunction with the class teacher (and other professionals as appropriate) to develop system/s of recording pupil progress and contribute to the maintenance of this record
* Providing regular feedback about pupils to the teacher/s

**5. Supporting the curriculum, e.g.**

* Support the delivery of the English and Mathematics curriculum along with other aspects of both the National Curriculum and the enhanced curriculum offered by the school.

**6. Supporting the school, e.g.**

* Where appropriate, foster and develop links between a pupil’s home and school.
* Help to ensure the hygiene of the teaching environment in cases of sickness or soiling.
* Administering minor First Aid.

**FURTHER STATEMENT:**

The job description and allocation of particular responsibilities may be amended by agreement from time to time.

Signed ……………………………………………… Dated……………………

Postholder

Signed …………………………………………….. Dated…………………….

Line Manager