

Name of School: Impington Village College
Line Manager: Pavilion Manager
Grade: Teaching Assistant Level 3

Teaching Assistants are required to attend a one-hour training sessions after school every Tuesday and will receive either overtime or time in lieu for attending these sessions.

Main Purpose of Job

To enable students to become independent learners and make progress by the following:

1. under the guidance of the class teacher, support teaching and learning in the classroom
2. assisting the teacher in creating and maintaining a purposeful, orderly and supportive learning environment
3. promoting the inclusion of all pupils ensuring they have equal access to opportunities to learn and develop
4. providing general support to the class teacher in the management and organisation of the pupils and the classroom
5. to be responsible for promoting and safeguarding the welfare of children and young people within the school

Main Purpose of Job: Specialism: Maths

1. To develop knowledge, skills and expertise to support the Maths curriculum throughout the college.
2. To share Maths knowledge and experience to lead on training and developing other teaching assistants in Maths

Main Responsibilities

Support for the Teachers

- To work closely with the teacher to plan and prepare teaching resources which focus on differentiation for SEND students to allow independent learning and progress
- Within an agreed system of supervision, to work with the teacher to develop lessons, work plans and the classroom environment
- To assess, feedback and record the achievements and progress of pupils through agreed monitoring systems
- To establish and maintain constructive relationships with parents/carers by:
 - supporting their role in pupils' learning
 - providing constructive feedback on pupils progress and achievements
 - facilitating their support for their child's attendance
 - support home to school/community links
- To develop behaviour management strategies. To be proactive in managing behaviour and promote self-control, independence and integration
- To support pupil transitions and attend parents evenings as appropriate
- To accompany teachers and classes on educational visits

- To work with the class teacher to complete administration tasks and prepare displays

Support for the Curriculum

- Within an agreed system of supervision, to deliver learning and teaching activities and adjust these when necessary
- To use and prepare specialist equipment, plans and resources necessary to support learning activities, taking into account pupil's interests, language and cultural backgrounds
- To assist with the development of Literacy, Numeracy and ICT skills and to support their use in learning activities
- To be responsible for management of stock levels and for maintenance / quality /safety of specialist equipment

Support for the Pupils/ Families

- To deliver pastoral and learning support
- To supervise the class or small groups to follow a programme of study within the framework of supervision of the teacher
- To provide feedback to pupils in relation to progress and achievement
- To establish and develop productive working relationships with pupils acting as a role model and developing 1:1 mentoring arrangements and providing support for distressed pupils
- To work with pupils, understanding how to motivate and encourage them to develop and achieve
- To provide support for pupils to broaden and enrich their learning
- To work with the SENCO and other teachers to develop and implement IEPs and behaviour mentoring plans
- To understand the individual needs of children and be responsible for advising them on social health and hygiene
- To promote the inclusion and acceptance of all pupils within the classroom Encourage pupils to interact and work co-operatively with others and engage in all activities
- To work with small groups of children and to take responsibility for their learning
- To support a child with disabilities or special educational needs
- To support children in mixed ability groupings ensuring that they understand tasks and learning objectives

Support for the School

- To be aware of and comply with policies and procedures relating to child protection, health and safety, security and confidentiality, reporting all concerns to an appropriate person
- To contribute to overall ethos/work/aims of the school
- To contribute to the identification and execution of appropriate out of school learning activities which consolidate and extend work carried out in class
- To attend and participate in regular meetings, and in training and other activities as required
- To assist in the general care of the school environment
- To assist with pupils at the beginning and end of the day and in the playground as required
- To support the appraisal system for support staff

Person Specification

Qualifications		
	Essential:	Desirable:
1.	Good numeracy and literacy skills, GCSE English and Mathematics level C or above	Relevant degree
Knowledge and Understanding		
	Essential:	Desirable:
1.	Child development and the ways in which children learn	
2.	Experience of supporting pupils with special educational needs in a classroom environment	
3.	Knowledge of Maths strategies and the principles of inclusion	
4.	Advanced learning in Maths and experience of working with individuals and groups	Attended relevant training (eg Maths strategies, behaviour management etc)
5.	An understanding of curriculum development, planning, evaluation and implementation	
6.	The ability to develop high quality learning resources without substantial direction from the teacher	
7.	The ability to accurately record and report on pupils' progress	
8.	Experience of using Information Technology to support pupils in the classroom	

Skills and Experience	
	Essential:
1.	Assist pupils on an individual basis, in small groups and whole class work
2.	Explain tasks simply and clearly and foster independence
3.	Able to plan and prepare a range of teaching resources to support pupil independence and progress
4.	Supervise pupils and adhere to defined behaviour management policies
5.	Ability to support the emotional, physical and educational development of pupils
6.	Understanding of principles of child development and learning processes
7.	Ability to safeguard and promote the welfare of children
8.	Liaise and communicate effectively with staff and parents
9.	Demonstrate good organisational skills

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