



ST. HELEN'S CATHOLIC PRIMARY SCHOOL
JOB DESCRIPTION

MISSION STATEMENT

**RESPECT YOURSELF,
RESPECT EVERYONE IN OUR SCHOOL COMMUNITY,
RESPECT EVERYONE IN OUR LOCAL COMMUNITY,
RESPECT EVERYONE IN OUR GLOBAL COMMUNITY
BUT MOST OF ALL, RESPECT GOD OUR FATHER IN HEAVEN.**

Job Title: Teaching Assistant assigned to Education, Health & Care Plan Pupils

Grade: Band 2, Point 16

Reports to: Headteacher, Class Teacher and Assistant Head for Inclusion

Responsible for: A named EHC Pupil

Liaison with: Teaching Staff, support staff, Headteacher, pupils & Parent/Carer.

Purpose of the Job

To work in partnership with class teachers to support learning in line with the national curriculum, SEN codes of practice and school policies and procedures. To provide support to pupils with severe learning, behavioural, communication, social, sensory or physical difficulties – with an Education Health & Care Plan (EHCP).

Principal Accountabilities

Provide skilled support to EHCP pupils with severe learning, behavioural, communication, social, sensory or physical difficulties

Duties

- To encourage the development of independent learning skills wherever possible.
- To take an active role in preparation and maintenance of materials and resources.
- Working with individuals or small groups of children under direction of teaching staff.
- Understand specific learning needs and styles and provide differentiated support to pupils individually and within a group.
- Implement planned learning activities/teaching programmes as agreed with the teacher, adjusting activities according to pupils' responses as appropriate.
- Establish positive relationships with pupils especially with your EHCP child.
- Provide feedback on pupils in relation to attainment and progress under the guidance of the teacher.
- Support pupils with activities which support literacy and numeracy skills and the transfer of these skills across the curriculum.
- To provide support in other areas/skill bases as identified in the child's ISP.
- To provide support in intimate care and medical needs
- Support the use of ICT in the classroom and develop pupils' competence and independence in its use.
- To be involved in planning, organising and implementing ISPs including attendance at, and contribution to reviews, where possible.

- Promote the inclusion and acceptance of children with special needs and disabilities within the classroom ensuring access to lessons and their content through appropriate clarification, explanation and resources.
- Promote positive pupil behaviour in line with school policies and help keep pupils on task.
- Participate in planning and evaluation of learning activities with the teacher, writing reports and records as required.
- Monitor and record carefully and regularly pupil responses and learning achievements, drawing any problems which cannot be resolved easily to the attention of the teacher.
- Support learning by selecting appropriate resources/methods to facilitate agreed learning activities.
- Attend to pupils' personal needs, including help with social welfare and health matters, including minor first aid.
- Liaise with other staff and relevant professionals and provide information about pupils as appropriate.
- To assist with the display and presentation of pupils work.
- To supervise pupils for limited and specified periods including break-times.
- To assist with escorting pupils on educational visits.

GENERAL RESPONSIBILITIES FOR ALL TEACHING ASSISTANTS

- Comply with and assist with the development of policies and procedures relating to child protection, equal opportunities, health, safety and security, Pupil well-being, confidentiality and data protection, reporting concerns to an appropriate person.
- Be aware and support difference and ensure all pupils have equal access to opportunities to learn and develop.
- Contribute to overall ethos/aims and Mission Statement of the school.
- Establish constructive relationships and communicate with other agencies/professionals, in liaison with teacher, to support achievement and progress of pupils.

GENERAL RESPONSIBILITIES FOR ALL SUPPORT STAFF

- To participate in the performance management process - taking personal responsibility for identification of your learning, development and training needs - in discussion with your Performance Management Team Leader.
- To comply with individual responsibilities, in accordance with role, for health and safety in the workplace.
- Ensure that all duties and services provided are in accordance with the school's Equal Opportunities Policy.

The duties above are neither exclusive nor exhaustive and the post holder may be required by the Head Teacher to carry out appropriate duties within the context of their position.

THE GOVERNING BODY IS COMMITTED TO SAFEGUARDING AND PROMOTING THE WELFARE OF CHILDREN AND YOUNG PEOPLE AND EXPECTS ALL STAFF AND VOLUNTEERS TO SHARE IN THIS COMMITMENT.