

Equality and Diversity

We are committed to and champion equality and diversity in all aspects of employment with the London Borough of Newham. All employees are expected to understand and promote our Equality and Diversity Policy in the course of their work.

Job Description

Job Title: Class or SEND Teaching Assistant	Grade: 2-3 depending on experience/qualifications
Hours: 17.5 hours per week	Weeks: 38 weeks - Pro rata

Purpose of Job: To support the education and welfare of pupils as directed by class teachers, having due regard to the school's aims, objectives, schemes of work and policies, and relevant national requirements. To share in the corporate responsibility for the well being of all pupils.

Duties and responsibilities

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- 1 To take every opportunity to support child development in all areas of the Early Years Foundation Stage.
- 2 To assist in monitoring and recording the progress of children in accordance with school procedures, and reporting to class teachers/key persons.
- 3 To give feedback to children on their attainment in order to promote further progress.
- 4 To work with teachers/SENDCo/Keypersons to identify and respond appropriately to children's individual needs, assisting children in areas of specific difficulty.
- 5 To assist the teacher in setting appropriate learning and behaviour expectations of children and supporting children appropriately to achieve these.
- 6 To help promote and reinforce children's self-esteem, encouraging inclusion of children with special educational needs.
- 7 To help create and maintain a purposeful, orderly and supportive environment for children's learning, ensuring that children are able to use equipment and materials provided.
- 8 In the presence of the teacher/SENDCo, present agreed learning tasks in a clear and stimulating manner to help maintain children's interest and motivation; to work with pupils individually and collectively by contributing to decisions about the most appropriate learning goals and strategies.

9	To support children in all learning areas, indoors and outdoors, on & off site. The number of children included will reflect the nature of the task, the children concerned, the location involved and the length of time to be supervised. At all times a named teacher will have ultimate responsibility and be available to be called to give support and take appropriate decisions.
10	To provide information that supports the preparation and review of Support Plans (SP's) and to action appropriate tasks from SP's.
11	To use a range of supporting techniques, including computers and other resources, and consider in consultation with the teacher when and how to deploy them.
12	Under the direction of appropriate professionals and after adequate training, to assist in meeting particular children's needs e.g. physical development, speech/language development, and medical needs identified in an approved care plan agreed by parents. The scope of these duties are that which a parent would generally carry out.
13	After adequate training, to carry out welfare duties in relation to the physical and care needs of the pupils, including dressing, feeding and toileting if appropriate, whilst encouraging independence wherever possible.
14	To produce and maintain classroom resources, displays and classroom layout in consultation with the teacher.
15	To work alongside other adults, including teachers, trainee teachers, and other support staff.
16	To supervise children during lunchtimes if required.
17	To maintain confidentiality at all times with regard to both supported children and the wider school.
18	To take part in in-service training, relevant performance management arrangements and other meetings, as directed in normal contracted working hours, to be conversant with school policies and procedures.
19	Carry out routine clerical tasks e.g. collecting trip money, distributing letters and producing class lists.
20	Other appropriate duties relevant to the purpose of the post and within the grading and competency of the post holder, as reasonably required by the teacher/head teacher.