**Harestock Primary School**

**Job Description TA 1 attached to EHCP**

Role

To work in partnership with the teacher to foster effective participation of pupils in the social and academic progress of pupils

Line Manager: Class Teacher - SENCO - Headteacher

1. To work, as directed by the class teacher, with individual or groups of children to support then in their learning through:

* teaching
* clarifying
* assessing

1. To develop an understanding of the specific needs of the child concerned, in consultation with the teacher
2. Take responsibility for the charging and checking of specialist equipment and advise staff on it’s usage, for example, hearing equipment
3. To help the inclusion of all children encouraging acceptance and integration of children with special educational needs.
4. To aid children in their understanding of next steps in learning
5. To provide feedback to children about their work and understanding both orally and written as directed by the class teacher
6. To monitor and record pupil progress
7. To provide feedback to the class teacher about the progress of the children and any misunderstanding or areas of concern
8. To deal with behavioral and special needs issues in conjunction with the class teacher
9. To help implement lesson plans
10. To supervise the whole class for short periods of time under the guidance of the class teacher
11. To assist the class teacher in the organisation and maintenance of a safe, attractive and tidy learning environment which includes the class room, corridors and other spaces within the school.
12. To assist the class teacher with testing and assessment
13. To review progress of pupils learning against programmes by:

* undertaking pre-assessment before commencing any intervention programme
* undertaking post-assessments on completion of any intervention programme
* evaluate the overall progress made by each pupil on any intervention programme pre, post and overall progress data to paperwork as requested by the class teacher or SENCO i.e. IEP's, Provision maps

1. To meet deadlines for paperwork completion dates set by the class teacher, SENCO or headteacher
2. To work with outside agencies and implement any programmes as specified by the outside agency in conjunction with the SENCO or class teacher
3. To provide written reports as requested by the SENCO or headteacher
4. To undertake very personal or intimate work with children
5. To implement and pay due diligence to school curriculum policies and behaviour policy
6. To implement and pay due diligence to the school aims
7. To be a positive role model for the school learning values and growth mindset
8. To treat pupils with respect and show empathy and be sympathetic to their needs
9. To maintain an awareness of school and statutory policies and requirements and apply these in the workplace, including Safeguarding, Prevent and health and safety
10. To maintain a professional level of confidentiality and uphold the trust and confidence of pupils and teachers
11. To keep abreast of national and local changes in education as relevant to the role
12. To provide supervisory playground cover at break times and lunchtimes