**Job Description**

**Teaching Assistant with additional LK Responsibilities**

To work under the instruction and guidance of teaching and senior staff to:

* undertake classroom and school wide work
* provide care for all pupils
* carry out pupils support programmes
* enable access to learning for pupils
* assist the teacher in the management of pupils and the classroom.

Work may be carried out in the classroom or outside the main teaching area. Work may take place anywhere within the school as necessary and will not be restricted to one class.

**Promote the ethos and aims of the school**

To ensure that the ethos reflects the agreed aims, principles of learning and our policy on equal opportunities and thereby promote the general progress and well-being of each pupil.

**Support for pupils**

* Supervise and support pupils to ensure their safety and access to learning.
* Establish good relationships with pupils, acting as a role model and being aware of and responding appropriately to individual needs.
* Promote the inclusion and acceptance of all pupils to other school and community environments.
* Encourage pupils to interact with others and engage in activities led by the teacher.
* Attend to the pupil’s personal needs and implement related personal programmes, including social, health, physical, hygiene, first aid and welfare matters.
* Encourage pupils to act independently as appropriate.
* Assist with the development and implementation of Personalised Learning Plans, Positive Behaviour Support Plans and Personal Care programmes.
* Set challenging and demanding expectations and promote self-esteem and independence.
* Provide feedback to pupils in relation to progress and achievement.
* Establish productive working relationships with pupils, acting as a role model and setting high expectations.
* Support pupils consistently whilst recognising and responding to their individual needs.
* Encourage pupils to interact and work co-operatively with others and engage all pupils in activities.
* Assess the needs of pupils and use detailed knowledge and specialist skills to support pupil’s learning.
* Participate in assessment of pupils, e.g. lesson reviews, P-Levels, observations.
* Carry out a variety of therapy programmes with support of therapists.
* Support pupils in specialist areas, e.g. swimming at a local school
* Support pupils learning during the lunch and play times.

**Support for the Teacher**

* Work with the teacher to establish an appropriate learning environment, including meeting regularly with the class team.
* Provide detailed and regular feedback to teachers on pupils’ achievement, progress, problems etc. and participate in record keeping.
* Promote good pupil behaviour, dealing promptly with conflict and incidents in line with the school Positive Behaviour Policy and guidelines regarding physical intervention.
* Provide clerical/administrative support e.g. Photocopying, typing, filing, collecting money etc.
* Undertake pupil record keeping as requested.
* Use strategies, in liaison with the teacher, to support pupils to achieve learning goals.
* Assist with the planning of learning activities.
* Establish constructive relationships with parents/carers.
* Work with the teacher in lesson planning, evaluating and adjusting lesson/work plans as appropriate.
* Monitor and evaluate pupils’ responses to learning activities through observation and planned recording of achievement against pre-determined learning objectives.
* Liaise sensitively and effectively with parents/carers as agreed with the teacher within your role/responsibility and participate in feedback sessions/meetings with parents or as directed.
* Work within an established discipline policy to anticipate and manage behaviour constructively.
* Provide cover in the class when the teacher leaves the room for short periods. Occasionally, in the absence of a teacher, a supply teacher may not be practical or available. At such times, assistants would be expected to continue the routine of the class to the best of their ability. A teacher working elsewhere in the school will have an oversight of the class in this case.
* To assist in the setting up and clearing away of equipment in the classroom and in other areas.
* To work with individual pupils and small groups on tasks specified by the teacher.

**Support for the Curriculum**

* Prepare and maintain equipment/resources as directed by the teacher and assist pupils in their use.
* Support pupils to understand instructions.
* Undertake structured and agreed learning activities/teaching programmes, adjusting activities according to pupil responses.
* Prepare, maintain and use equipment/resources as required to meet the lesson plans/relevant learning activity and assist pupils in their use.
* Help pupils to access learning activities through specialist support.
* Use ICT effectively to support learning activities and develop pupil’s competence and independence in its use.

**Support for the School**

* Be aware of and comply with all school policies and procedures including those relating to pupil protection, health, safety and security, confidentiality and data protection, reporting all concerns to an appropriate person.
* Demonstrate excellent attendance and punctuality, taking responsibility for one’s own health.
* Be aware of and ensure that all pupils have equal access to opportunities to learn and develop.
* Contribute to the overall ethos/work/aims of the school.
* Participate in training and other learning activities and performance development as required.
* To assist in liaison with parents, therapists and other staff.
* Attend and participate in relevant meetings as required.
* Assist with the supervision of pupils out of lesson times, including before and after school and at lunch time as required.
* Accompany pupils on visits, trips and out of school activities including annual residential trip as required and take responsibility for pupils
* Establish constructive relationships and communicate with other agencies/professionals, in liaison with the teacher, to support achievement and progress of pupils.
* Recognise own strengths and areas of expertise and use these to advise and support others.
* Provide appropriate guidance and supervision and assist in the training and development of staff as appropriate.
* To help keep classrooms, all learning areas and outdoor play areas tidy, safe, well organised and hygienic.
* Administer first aid where appropriate and in accordance with the school policy.
* Assist with the arrival and departure of pupils at the beginning and end of the day.
* Assist with pupils on educational and social visits outside the school and on teaching programmes involving the use of the community.
* Participate in whole school activities where appropriate such as concerts, parent’s evenings, sports days, fetes and other occasional after school activities by agreement.

**LK Responsibilities**

* Making resources for the LK Teachers
* Contributing to help promote and maintain the Jewish ethos of the school
* Creating a vibrant atmosphere for Jewish celebrations
* Run lunchtime clubs for our students

**Please address all areas of the person specification within your supporting statement**.

**Candidates cannot be short listed for the post without this statement.**

**Kisharon School is committed to safeguarding and promoting the welfare of pupils and expects all staff and volunteers to share this commitment.**