**JOB TITLE:** Teaching Assistant - EYFS, KS1 or KS2(General or 1-2-1) **LINE MANAGER:** Assistant Headteacher (Inclusion)

**PURPOSE OF JOB:** To assist Teachers by supporting children’s learning, including leading learning in groups. To take responsibility for the safety and wellbeing of children while in the playground.

**TERM OF CONTRACT**: Fixed term to July 2023 ; may be extended subject to satisfactory performance

**Salary:**  NJC (2022 rates) scale points 1 – 2 £20,258 - £20,441 per annum FTE + London Weighting Allowance £2,101 FTE :

**Pro Rata £17,405 - £17,563 + LWA £1,805**

**Hours:** 36 hours per week, 44.8 weeks per annum (38 weeks term time + 5 inset days + holiday pay)

Monday to Friday 8:00am to 4:30pm with a 30 minute lunch break (early finish Friday winter months).

**JOB DUTIES**:   
**A. Supporting pupils’ learning**

* To develop knowledge of a range of learning support needs relevant to the pupils and school
* To develop an understanding of the specific needs of pupils to be supported
* To aid pupils to learn as effectively as possible both in group situations and individually, eg:
* Motivating and encouraging pupils
* Clarifying and explaining instructions
* Ensuring pupils are able to use necessary equipment
* Assisting in areas of specific weakness, such as speech and language or writing tasks
* Helping pupils to concentrate on and finish work set
* Attending to pupils’ personal and health needs
* Developing appropriate resources to support the pupils
* Assisting in the management of pupils’ social interactions and behaviour
* To establish a supportive relationship with pupils and promote inclusion of all children
* To use methods of promoting / reinforcing pupils’ self esteem
* To ensure the safety of all pupils inside and outside of the school building
* To help pupils meet targets in any Individual Support Plan [ISP] or behaviour plan, as appropriate

**B. Supporting the Class Teacher and SENDco**

* To take advice from the SENDco to develop suitable programmes and then implement either within the classroom or outside, as appropriate
* To maintain systems of recording and monitoring of pupils’ progress
* To provide feedback about pupils’ difficulties and/ or progress to the SENDco and teacher
* To participate in the evaluation of the support programme, with the SENDco and teacher
* To help adapt/ find differentiated materials to enable pupils to access the class curriculum

**C. Supporting the school**

* Where appropriate, to foster links between home and school
* To liaise, advise and consult with other members of the SEN team
* To contribute to Annual Review meetings, as appropriate
* To participate in relevant professional development
* To be aware of / follow school policies and procedures
* To maintain confidentiality about home- school / pupil- teacher/ school work matters
* To show understanding, respect and consideration to the children and to be a good role model.
* To engage with the children positively at lunchtimes, leading play and promoting positive behaviour
* To act as an ambassador for the school, celebrating its ethos and achievements
* To complete any other task as reasonably directed by the Line Manager

**Application form available from** [**llane@sinai.brent.sch.uk**](mailto:llane@sinai.brent.sch.uk) **or** [**gcowen@sinai.brent.sch.uk**](mailto:gcowen@sinai.brent.sch.uk)

Note: Interviews will be week commencing 5th December 2022. Candidates will be notified by telephone in the first instance. The interview will assess the candidate’s commitment to professionally safeguard our pupils.

CVs will not be accepted