



Holmer Green Junior School
We inspire, we enable, we achieve. Together.

Job Description:	Teaching Assistant (LSA)
Purpose of the job:	To provide high quality learning support throughout the school with the delivery of the curriculum and to assist in the support and integration of children with additional needs.
Line Manager:	Inclusion Lead
Key Tasks:	<p>Enable children to learn effectively by:</p> <ul style="list-style-type: none"> • Supporting the aims and ethos of the school and adhere to the staff code of conduct and all school policies • Following the school's procedures by reporting any incidents or concerns they have in this respect to the Designated Safeguarding Lead • Providing individual or group interventions, particularly phonics based • Motivating and encouraging children by setting challenging and demanding expectations that promote self-esteem and independence • Developing an understanding of the needs of the children building on their strengths and improving on their weaknesses. • Fostering a supportive relationship with the children you work with and encouraging them to develop good relationships with staff and other children • Clarifying teacher instructions • Supporting children to engage in learning activities by adapting tasks and assisting them to make progress • Helping children to stay on task and complete their work • Creating and maintaining a purposeful, structured and supportive environment, in accordance with lesson plans and assist with the display of children's work • Having knowledge of child progress/achievements and reporting observations to the teacher in an agreed format • Accompany teaching staff and children on educational visits as required and take responsibility for a group under the supervision of a teacher • Encouraging positive attitudes and good behaviour through values education and the expectations set out in the behaviour policy • Undertaking any further duties reasonably requested by the Headteacher or representative
Additional Responsibilities:	<p>Additional responsibilities outside of the classroom:</p> <ul style="list-style-type: none"> • Provide assistance for children during internal and public examinations • Assist in the marking and recording of data for routine tests • Attend regular meetings as required

<p>Safeguarding</p>	<ul style="list-style-type: none"> • Participate in training and other learning activities and performance management as required and agreed by your line manager • Administer first aid as required (following relevant training) <p>HGJS is highly committed to safeguarding and promoting the welfare of all our pupils and all staff are required to report any incidents or concerns they have in this respect to the Designated Safeguarding Lead.</p>
<p>Learning Support Assistance</p>	<p>You may be required to support a specific child as outlined in their Educational Health Plan as follows:</p> <ul style="list-style-type: none"> • Follow the expectations and guidance from the child’s EHCP to enable the child to make progress • Run specific interventions planned by the class teacher which could focus on OT, SaLT, social skills or academic learning • Support the class teacher in identifying gaps in the child’s understanding • Liaise with outside agencies alongside the SENDco/Inco. • Follow guidance from outside agencies such as SaLT, OT and STS. • Support the child to engage socially on the playground at break and lunch times. • Carry out all duties in a professional manner, communicating effectively with teachers and line manager to overcome difficulties and agree strategies for improvement. • Help with personal needs as appropriate <p>Assist in SEN administration by:</p> <ul style="list-style-type: none"> • Maintaining a record of work undertaken with pupils • Contributing to pupil records, targets, plans and reviews • Gathering evidence of performance • Contribute to annual reviews

The duties of this post may vary from time to time without changing the general character or level of responsibility entailed.