**Dale Community Primary School - Job Description**

**Position: Additional Needs Teaching Assistant level 2**

**Salary: Grade E**

The post holder is responsible to the Head Teacher

**Purpose of Post**

1. To work in tandem with teachers and a wide range of other professionals to support teaching and learning and promote well-being for SEND pupils. To provide learning support to pupils who need particular help to overcome barriers to learning, such as those with moderate, severe, profound and multiple learning difficulties and / or behavioural, social, communication, sensory or physical disabilities.
2. To provide 1:1 learning support to enable pupils to access school life and learning.

**Tasks, Duties and Responsibilities**

1. **Support for Pupils**
   1. To develop and understanding of the special educational needs of the pupil concerned, including knowledge of and contribution to any relevant EHCP, Statement, Target plans.
   2. To take into account the pupils special needs and ensure their access to learning through appropriate support and / or use of relevant resources
   3. To build a positive relationship with the pupils and treat them consistently with respect and consideration.
   4. To help the pupils develop independent learning, confidence and self-esteem.
2. **Support for the Teacher**
   1. To have formal and informal meetings with the teacher and team to contribute to planning.
   2. To prepare materials and resources.
   3. To prepare pupils for tasks through effective and adaptable planning.
   4. With support from the teacher, implement specific teaching programmes.
   5. To work on differentiated activities with identified groups.
   6. To carry out classroom assessment / observation and feedback outcomes.
   7. To be involved in keeping records, evaluation progress and next steps in learning.
3. **Support for Parents**
   1. Develop an effective and regular means of communication to best support the development and well-being of the pupils.
4. **Supporting the School**
   1. To play an active part in supporting the vision and ethos of the school.
   2. To implement school policies and procedures with regular regard to safeguarding, behaviour and confidentiality.
   3. To identify personal training needs and attend training.
   4. Any other tasks as directed by the Head Teacher that fall within the scope of the post.

**Dale Community Primary School - Person Specification**

**Post: Additional Needs Teaching Assistant Level 2**

**Method of candidate assessment: A = Application form / I = Interview**

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| **Selection criteria** | **Method** | **Essential** | **Desirable** |
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| **Professional qualifications and experience** | | | |
| National Occupational Standards / NVQ Level 3 (or relevant qualification in supporting Teaching and Learning) | A | **√** |  |
| GCSE (or equivalent) in English and Maths (minimum grade 4) | A | **√** |  |
| Working in a school setting | A / I | **√** |  |
| Working with children with special needs | A / I |  | **√** |
| Gathering information to make appropriate recommendations for actions | A / I | **√** |  |
| Building relationships with children, staff and parents to promote learning and well-being | A / I | **√** |  |
|  | | | |
| **Knowledge and Understanding** | | | |
| Knowledge and awareness of the National Curriculum | I | **√** |  |
| SEND procedures | I | **√** |  |
| Statutory legislation relevant to Safeguarding, Child Protection and Health and Safety | I |  | **√** |
| Understanding and commitment of inclusion and equality in respect of pupils, staff and the wider community | I | **√** |  |
|  | | | |
| **Skills and Aptitudes** | | | |
| An active and creative approach to teaching that will engage the minds of all pupils including those with social and behavioural barriers to learning | A / I | **√** |  |
| Ability to work effectively as part of a team and build strong relationships with colleagues and external agencies | A / I | **√** |  |
| Ability to work alone but know when to ask for assistance or refer to senior staff | A / I | **√** |  |
| Highly organised with clear and accurate verbal and written skills | A / I | **√** |  |
| Able to demonstrate patience and empathy | A / I | **√** |  |
| Flexibility and enthusiasm for the role | A / I | **√** |  |
| A sense of fun and enjoys working with children | A / I | **√** |  |
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