

JOB DESCRIPTION

Job Title: Additional Needs Teaching Assistant 2

Salary Grade: Support Staff Band E

Accountable to: Governors / Head teacher / Phase Leader / SENCO

Post Objective

To contribute to school objectives by efficiently and effectively undertaking a range of duties to support excellent Teaching and Learning for SEN pupils; providing general and specific assistance to SEN pupils in all aspects of the curriculum under the strategic direction of the Head teacher and within guidance and supervision from the Phase Lead / classroom teacher.

Provide specific 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.

To promote the school's vision, values and aims in the provision of a safe, stimulating and high quality environment catering for young children's educational and developmental needs.

Other Considerations

It is essential that the post-holder takes all reasonable steps to ensure they positively contribute to their continuous professional development.

Confidentiality must be maintained at all times, unless safeguarding concerns prevent this.

PRINCIPAL DUTIES AND RESPONSIBILITIES

1. Under the professional direction and supervision of qualified teacher contribute to educational work and learning activities via: -
 - Planning of lessons and activities for individuals, groups or class
 - Preparation of materials, equipment and environment
 - Delivery and modify/adapt as necessary
 - With support of teacher, assess needs for individuals or groups
 - Gather, collate, analyse information to contribute towards reviews of attainment and progress reports.
 - Short term cover supervision of classes (e.g. teacher's PPA time)
 - Support the work of teaching assistants and volunteers in the classroom
 - Liaise with parents, external professionals/agencies



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OFSTED December 2017



2. Provide learning activities for individuals and groups of pupils under the professional direction and supervision of a qualified teacher, differentiating and adapting learning programmes to suit the needs of allocated pupils with SEN.
3. Plan and evaluate learning activities with the teacher, writing reports and records as required.
4. Using Teaching and Learning objectives support the teacher in monitoring, assessing and recording of pupil progress/activities and Individual Education Plans (IEP's), including attendance at and contribution to, reviews.
5. Work with pupils on therapy or care programmes, designed and supervised by a therapist/care professional.
6. Select and adapt appropriate resources/methods to facilitate agreed learning activities, including photocopying, filing and the display and presentation of pupils work
7. Sourcing and purchase of equipment/resources as directed by the Phase Lead / SENCo / teacher, within a designated budget and assist in the collection / safe storage of monies from pupils / parents as required.
8. Attend to pupils' personal needs including toileting, hygiene, dressing and eating, as well as help with social, welfare and health matters always promoting independence.
9. Administer / arrange for the administration of medication in liaison with the Welfare Support Assistant; in accordance with an agreed plan; under direction of healthcare practitioner; and, following appropriate training.
10. May assist with delivery of therapy or care programme designed and supervised by a therapist/care professional following appropriate training.
11. Responsible for supervision and safe use of equipment and materials including classroom, PE/games/gymnasium, internally and externally, ensuring the careful use of school premises/site by pupils in your care.
12. Develop and maintain appropriate professional relationships with pupils, teachers, support staff, parents/carers, governors and external professionals and agencies.
13. Promote the support and role of the parent/carer in the pupils' learning and enabling constructive information sharing about progress and achievement.
14. Share information about pupils with other staff, parents/carers, internal and external agencies as appropriate.
15. Participate in the delivery of local and national initiatives, as determined by the class teacher.
16. Keep up-to-date with policies and procedures relevant to child protection and health and safety.
17. Work within, and maintain a familiarity with School / National Curriculum and assessment procedures; Intervention strategies/programmes; SEND Code of Conduct and other relevant school policies.
18. As a team member, supervise pre prepared activities during short term teacher absence

19. Form and maintain appropriate professional relationships with pupils, teacher, support staff, parents/carers, governors, external professionals and agencies.

Generic Duties

20. Actively participate in and contribute to staff meetings and INSET.
21. To understand your shared responsibility for the health, safety and welfare of all pupils and staff.
22. To act in accordance with all school policies and procedures and relevant legislation, particularly in relation to child protection, health and safety and behaviour management.

This is not a complete statement of all duties and responsibilities of this post. The post-holder will be required to carry out any other duties as directed by the Head teacher; however the responsibility level should not exceed those outlined above.