


<b>Job Description</b>			
<b>Title</b> TEACHING ASSISTANT – SPECIAL SCHOOL	<b>School:</b> Carlton Digby School	<b>Post Ref</b> Profile Learning Support 3c SPE	
Grade 3 scp 5 - 7			
<b>Job Purpose</b>			
<p>To work under the instruction/guidance of teaching/senior staff to undertake work/care/support programmes, to enable access to learning for pupils identified as having severe learning difficulties including complex and multiple special education needs and those with challenging behaviour, in a range of different learning situations and settings. Work may be carried out in the classroom or outside the main teaching area.</p>			
<b>Key Responsibilities</b>			
<ol style="list-style-type: none"> <li>1. Supervising and providing particular support for pupils, including those with special needs, ensuring their safety and access to learning activities</li> <li>2. Planning and providing practical assistance in relation to identified physical needs</li> <li>3. Assisting with the development and implementation of Individual Education/Behaviour Plans and Personal Care programmes. You are expected to meet the health needs of children including the administration of medication, health care procedures and intimate and personal care. Full training is given</li> <li>4. Establishing a constructive relationship with pupils and interacting with them according to individual needs</li> <li>5. Promoting the inclusion and acceptance of all pupils</li> <li>6. Encouraging pupils to interact with others and engage in activities led by the teacher</li> <li>7. Setting challenging and demanding expectations and promoting self-esteem and independence</li> <li>8. Providing feedback to pupils in relation to progress and achievement under guidance of the teacher</li> <li>9. Creating and maintaining a purposeful, orderly and supportive environment, in accordance with lesson plans and assist with the display of pupils' work</li> <li>10. Using strategies, in liaison with the teacher, to support pupils to achieve learning goals</li> <li>11. Assisting with the planning of learning activities</li> <li>12. Monitoring pupils' responses to learning activities and accurately recording achievements/progress as directed</li> <li>13. Providing detailed and regular feedback to teachers on pupil's achievement, progress, problems etc.</li> <li>14. Promoting good pupil behaviour, dealing promptly with conflict and incidents in line with established policy and encouraging pupils to take responsibility for their own behaviour</li> <li>15. Establishing constructive relationships with parents/carers</li> <li>16. Administering routine tests and invigilating exams and undertaking routine marking of pupils' work</li> <li>17. Working with and acting upon guidance provided by teachers and other professionals such as Inclusion Services, Speech Therapists, Physiotherapists, Occupational Therapists, Moving and Handling Specialists</li> <li>18. Providing clerical/admin support e.g. photocopying, typing, filing, money, administer coursework etc</li> </ol>			

Grade 3 Learning Support Special

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19. Assisting the teaching staff in the smooth transition between educational phases
20. Undertaking structured and agreed learning activities/teaching programmes, adjusting activities according to pupil responses
21. Undertaking programmes linked to local and national learning strategies e.g. literacy, numeracy, early years recording achievement and progress and feeding back to the teacher
22. Supporting the use of ICT in learning activities and developing pupils' competence and independence in its use
23. Preparing, maintaining and using equipment/resources required to meet the lesson plans/relevant learning activity and assisting pupils in their use
24. Assisting with the supervision of pupils out of lesson times, including before and after school and at lunchtimes
25. Accompanying teaching staff and pupils on visits, trips and out of school activities as required and taking responsibility for a group under the supervision of the teacher

### **General Responsibilities**

26. Be aware of and comply with school policy and procedures
27. Be aware of and support difference and ensure all pupils have equal access to opportunities to learn and develop
28. Contribute to the overall ethos/work/aims of the school
29. Appreciate and support the role of other professionals
30. Attend relevant meetings as required
31. Participate in training and other learning activities and performance development as required
32. To be aware of confidential issues linked to home/pupil/teacher/school work and to keep confidences as appropriate
33. Any other curriculum duties which may reasonably be regarded as within the nature of the duties and responsibilities/grade of the post as defined, subject to the proviso that normally any changes of a permanent nature shall be incorporated into the job description in specific terms, following consultation with the Recognised Trade Unions
34. To promote and safeguard the welfare of children and young persons for whom you are responsible and with whom you come into contact with during the course of your duties and responsibilities. Your conduct must at all times be in accordance with the school's policies and procedures
35. To report any causes for concern relating to the welfare and safety of children to the designated person, and the head teacher, or if unavailable the designated safeguarding governor or a member of the senior leadership team
36. To attend safeguarding training as required by the school and maintain your knowledge and understanding of your responsibility for safeguarding children in this school

Note: It is expected that duties will be undertaken within contracted hours unless by agreement

**Person Specification**

Please see person specification for details

**Education and Knowledge**

A) Good literacy and numeracy skills gained from general education to GCSE 'O' level/NVQ level 2 standard or equivalent together with a knowledge of child protection/procedures, knowledge of child development, National Curriculum teaching skills, SEN Code of Practice; knowledge of moving and handling; knowledge of First Aid, experience of working as part of a team.

B) Good literacy and numeracy skills together with NVQ level 3 for Teaching Assistants or equivalent qualifications, or be working towards NVQ level 3 for Teaching Assistants, experience of supporting children in a classroom environment and a general understanding of the National Curriculum requirements and other basic learning programmes/strategies; knowledge of First Aid, experience of working as part of a team.

**Experience**

Please see person specification for details

**Personal skills and general competencies**

Please see person specification for details