

# JOB DESCRIPTION

Grade	Grade 6, Points 12 – 19	Hours/week	30 hours
Reporting to	SEN Manager		
Location	The Hollins, Hollins Lane, Accrington, BB5 2QY		
<b>JOB PURPOSE:</b> Expected to work with the teacher in a collaborative way, in meeting the personal, social and curriculum related needs of pupils, including those with special needs and/or bilingual needs, and to establish positive, supportive and constructive relationships with pupils, parents, carers and the wider community, and by contributing ideas and strategies. Will assist with the planning, delivery and evaluation of the curriculum and it's adapted for pupils.  Would be expected to: <ol style="list-style-type: none"><li>1. Plan and implement teaching and learning activities to individuals and groups to undertake supervisory cover for classes as appropriate.</li><li>2. Establish - supportive and constructive relationships with pupils, parents, carers and the wider community.</li></ol> <b>Main Activities</b> In addition to the following duties, the postholder may be required to undertake any of the duties normally associated with a lower graded Teaching Assistant post.			
<b>SUPPORT FOR PUPILS:</b> <ol style="list-style-type: none"><li>1. To work collaboratively with the teacher in the planning, development, delivery and evaluation of the effectiveness of the curriculum for pupil(s) and to differentiate curriculum content according to the needs of pupil(s).</li><li>2. To plan and implement specific programmes with individual pupils or groups appropriate to the developmental needs of individual children throughout different curriculum areas.</li><li>3. To be fully involved in the planning and development, of independent social and interpersonal skills and to undertake activities to support the personal, social and emotional needs of pupil(s).</li><li>4. To assist in the devising of pupil's individual targets and their monitoring and review.</li><li>5. To support pupils as part of a planned inclusion programme.</li><li>6. To develop positive relationships with pupils and staff to assist pupil progress and attainment.</li><li>7. To monitor and record pupil progress on a regular basis and to prepare reports as required.</li><li>8. To assist in the specific medical/care needs of pupils when specific training has been undertaken.</li></ol>			
<b>SUPPORT FOR TEACHERS:</b> <ol style="list-style-type: none"><li>1. To monitor individual pupils' progress and to report on pupils needs, achievements and concerns.</li><li>2. To assist in pupil supervision and the management of pupil behaviour.</li><li>3. To undertake classroom administrative tasks including the maintenance of records.</li><li>4. To provide ideas, resources and learning strategies for lessons</li><li>5. To liaise with parents, carers and outside agencies, where appropriate.</li><li>6. To undertake arrangements for out of school learning activities, for example, pupil work experience.</li><li>7. Undertake marking of pupils work and recording of achievement.</li><li>8. Administer tests and assist in the invigilation of exams.</li><li>9. Assist in the supervision of children on trips/visits.</li></ol>			

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## SUPPORT FOR SCHOOL:

1. To assist in providing a purposeful, orderly and supportive environment for learning.
2. To support the promotion of positive relationships with parents, carers and outside agencies.
3. To work within school policies and procedures.
4. To attend staff training/meetings as appropriate.
5. To take care for their own and other people's health and safety.
6. To liaise with the school's appropriate person with regard to the ordering supplies and equipment
7. Monitor and manage stock, if necessary, within an agreed budget, cataloguing resources and undertaking audits as required.
8. To be aware of the confidential nature of issues related to home/pupil/teacher/school work.
9. Assist in the supervision, training and development of other members of staff.
10. To undertake cover supervision for whole classes.

## SUPPORT FOR THE CURRICULUM:

1. To be familiar with the content of the school curriculum.
2. To assist in the delivery of appropriate programmes of work.
3. To support the use of ICT in learning activities.

### Equal opportunities

We are committed to achieving equal opportunities in the way we deliver services to the community and in our employment arrangements. We expect all employees to understand and promote this policy in their work.

### Health and safety

All employees have a responsibility for their own health and safety and that of others when carrying out their duties and must help us to apply our general statement of health and safety policy.

### Safeguarding Commitment

This academy is committed to safeguarding and protecting the welfare of children and young people and expects all staff and volunteers to share this commitment.

**Note:** In addition, other duties at no higher level of responsibility may be interchanged with/added to this list as required. The duties may be varied by the headteacher to meet changed circumstances in a manner compatible with the post held.

# PERSON SPECIFICATION

	Essential	Desirable
Qualifications and Experience	<ul style="list-style-type: none"> <li>• NVQ level 3 or above qualification (or equivalent) - in exceptional circumstances, where local circumstances dictate, qualifications may be viewed as desirable.</li> <li>• Experience of working with children.</li> <li>• Experience of working in a relevant classroom/ service environment.</li> </ul>	<ul style="list-style-type: none"> <li>• Level 2 or equivalent qualification in English/Literacy and Mathematics/Numeracy.</li> <li>• Experience of administrative work.</li> <li>• Experience of supporting pupils with challenging behaviour.</li> </ul>
Knowledge/skills/abilities	<ul style="list-style-type: none"> <li>• Ability to relate well to children.</li> <li>• Ability to work as part of a team.</li> <li>• Good communication skills.</li> <li>• Ability to relate well to parents/carers.</li> <li>• Ability to supervise and assist pupils.</li> <li>• Organisational skills.</li> <li>• Knowledge of classroom roles and responsibilities.</li> <li>• Administrative skills.</li> <li>• Knowledge of strategies, for example numeracy and literacy.</li> <li>• Ability to make effective use of ICT .</li> <li>• Ability to assess children's development.</li> <li>• Ability to plan and deliver work programmes.</li> <li>• Flexible attitude to work.</li> <li>• Time management skills.</li> <li>• Knowledge of the concept of confidentiality.</li> </ul>	<ul style="list-style-type: none"> <li>• First Aid Certificate.</li> </ul>
Other	<ul style="list-style-type: none"> <li>• A commitment to safeguarding and protecting the welfare of children.</li> <li>• A commitment to excellent attendance.</li> <li>• A commitment to health and safety.</li> <li>• A commitment to equality and diversity.</li> <li>• The ability to manage time effectively and prioritise work.</li> <li>• Commitment to undertake in-service training.</li> </ul>	