



## Teaching Assistant

# Role Profile

### Part A - Grade & Structure Information

Job Family Code	3CLES	Role Title	Leading Teaching Assistant (Special School)
Grade	PS5	Reports to (role title)	Class Teacher
JE Band	114-134	School	Brooklands School
		Date Role Profile was created	

### Part B - Job Family Description

The below profile describes the general nature of work performed at this level as set out in the job family. It is not intended to be a detailed list of all duties and responsibilities which may be required. The role will be further defined by annual objectives, which will be developed with the role holder. The Council reserves the right to review and amend the job families on a regular basis.

<b>Role Purpose</b> including key outputs	<p>To assist in meeting the pupils' need for encouragement, reassurance and comfort and attend to their personal requirements and physical care, while encouraging independence at all times.</p> <p>To work with all members of the staff team to provide a stimulating, safe and caring environment, in order to support pupils to enjoy, achieve and learn.</p> <p>To support an individual teacher, or teachers, in their responsibility for the educational, emotional, physical and social development of all pupils and to assist in delivering pre-planned learning to whole classes as part of the planned PPA release programme in school.</p> <p>To lead and co-ordinate the work of the class team in the absence of the class teacher (eg during sickness or training), supporting and directing Teaching Assistants (as well as students and volunteers) as appropriate.</p> <p>To monitor and evaluate pupil progress and report back to relevant staff, liaising with other professionals as appropriate and maintaining confidentiality inside and outside the workplace.</p> <p>To be familiar with and implement all school policies, supporting and promoting all aspects of the school's safeguarding policies and procedures, attending all relevant staff meetings and INSET days.</p> <p>To engage in the annual Professional Development cycle and take a pro-active role in your own professional development.</p> <p>To undertake a specific area of responsibility in school e.g. the maintenance and development of the library.</p>
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<b>Work Context</b>	Brooklands is a Surrey County Council split site community day special school for children with severe or profound and multiple learning difficulties, including those children with autism. Children are admitted from 2 years of age and may continue their education here until the age of 11.
<b>Line management responsibility if applicable</b>	n/a
<b>Budget responsibility if applicable</b>	n/a

<p><b>Representative Accountabilities</b></p> <p>Typical accountabilities in roles at this level in this job family</p>	<p><b>Support delivery</b></p> <p>Under the guidance and direction of the teacher, plans, resources and evaluates learning activities, and directs more junior class staff in order to provide PPA time.</p> <p>Is able to deliver specified work to individual pupils, small groups and whole classes (eg in the absence of the class teacher). Co-ordinates the work of the class staff team during this period. Is able to access support and advice where needed.</p> <p>Uses specialist knowledge and experience to support and assist teaching assistants in the absence of the class teacher. Able to use ICT to advance pupils' learning and confidence i.e. through the use of AAC to support pupils developing communication and Switch technology.</p> <p>Supports pupils with their personal care and development of key life-skills and directs support staff in this, in the absence of the class teacher.</p> <p>Develops knowledge in order to provide specialist welfare support for pupils with sensory and/or physical impairment, e.g. a therapy programme, undertaking and developing independence and life skills.</p> <p><b>Planning &amp; Organising</b></p> <p>Assists the teacher with planning, preparation and development of work programmes for individuals and groups of pupils and prepares resources to support learning activities.</p> <p>Works as a key member of a team to ensure the well-being, social, personal and behavioural development of pupils by recognising their potential and enhancing their learning opportunities.</p> <p>Organises and maintains the learning environment and takes responsibility for specific aspects of class organisation and administration, e.g. preparing resources for specific individual group activities, ensuring the learning environment is tidy and supports positive behaviour for learning.</p> <p><b>Policy and Compliance</b></p> <p>To undertake administrative procedures to support the work of the class teacher as appropriate.</p> <p>Maintains confidentiality in and outside the workplace and is respectful of pupils, families and colleagues at all times.</p> <p>Understands, applies and assists in the interpretation of school policies, including safeguarding policies.</p> <p><b>Working with others</b></p> <p>Work effectively as part of a team, understand and apply professional values and practice through collaborative working and respect for and commitment to pupils.</p> <p>To act as a mentor for new teaching assistants.</p> <p>Participates in the organisation and accompanies pupils on off-site activities under an agreed system of supervision and under the direction of the class teacher.</p> <p><b>Analysis, Reporting &amp; Documentation</b></p> <p>Provides regular and ongoing feedback on pupil progress and reports on this to the class teacher in verbal or written form as required.</p> <p><b>Duties for all</b></p> <p>Values: To uphold the values and behaviours of the organisation.</p> <p>Equality &amp; Diversity: To work inclusively, with a diverse range of stakeholders and promote equality of opportunity.</p> <p>Health, Safety &amp; Welfare: To maintain high standards of Health, Safety and Welfare at work and take reasonable care for the health and safety of themselves and others.</p> <p>The Core National Standards for Supporting Teaching &amp; Learning: To understand and carry out role in line with agreed standards, expectations &amp; qualifications. Contribute to and influence children's learning and personal development.</p> <p>To have regard to and comply with safeguarding policy and procedures.</p> <p>This job specification serves to indicate the range of duties and level of responsibilities involved. It is not exhaustive and may be amended from time to time.</p>
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<b>Education, Knowledge, Skills &amp; Abilities, Experience and Personal Characteristics</b>	<ul style="list-style-type: none"><li>• Ability to communicate sensitively and effectively with colleagues, parents, pupils and other professionals.</li><li>• Willing to improve own practice through CPD, observation, evaluation and discussion with colleagues</li><li>• Able to develop specific knowledge and expertise to work with groups of pupils to assist the teacher to deliver aspects of the curriculum.</li><li>• Able to provide specialist welfare support for pupils with special needs.</li><li>• Able to work in partnership with other professionals e.g. therapists, nurses.</li><li>• Able to provide personal care or develop the knowledge and expertise to deliver appropriate therapy and life skills.</li><li>• Able to prepare resources for teaching and learning activities.</li><li>• Able to think through and implement strategies to enhance pupil learning, under the direction of the class teacher.</li><li>• Willingness and ability to undertake manual handling and manoeuvring (where appropriate).</li><li>• Able to support positive behaviour for learning</li><li>• Ability to work as a member of a team and on own initiative</li><li>• Ability to contribute to a range of structured and informal teaching and learning activities.</li><li>• Understanding of the school curriculum and needs related expectations.</li><li>• Able to direct and support other teaching assistants.</li><li>• Understand and apply the school policies and procedures including Child Protection Policy and Procedures.</li><li>• Able to work with challenging behaviours</li><li>• Able to sit at low levels</li><li>• Able to assist in handling children with physical disabilities.</li><li>• Must not smoke on site.</li><li>• Able to physically participate in all activities, especially swimming.</li><li>• Knowledge of major learning difficulties that might be experienced in an SLD setting</li></ul>
<b>Details of the specific qualifications and/or experience if required for the role in line with the above description</b>	<p>Ability to demonstrate an ongoing commitment to professional development GCSE Maths and English at grade A-C or equivalent or willing and able to study for this.</p> <p>ICT skills (inc to make resources)</p> <p>Awareness and understanding of appropriate teaching strategies and the specific needs of pupils with severe learning difficulties</p>
<b>Role Summary</b>	<p>Roles at this level typically provide a practical support as part of team. They work within established processes and procedures, resolving problems or extending activities with the more difficult issues or behaviours referred to others. They support more senior staff by covering specific aspects of the teaching/learning programme and will be fully versed in the procedures of their specialism. They will usually be subject to supervision but will be expected to organise their own workload and set their own priorities within short, e.g. day-to-day timescales.</p>

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*Brooklands School is committed to safeguarding and promoting the welfare of children and young people and expects all staff and volunteers to share this commitment. The post is subject to vetting checks, including an enhanced DBS check, Disqualification self-declaration and Prohibition from teaching check.*