Live to Learn , Learn to Live.

JOB DESCRIPTION

JOB TITLE:	**Special Educational Needs Teaching Assistant – Level 2**
GRADE:	**5**
SALARY RANGE:	**Spinal points 05-06 £10.19 - £10.39**
HOURS:	**27.5 hours**
POST STATUS:	**Fixed term**
WORKING YEAR:	**43.21wks (44.00wks upon completion of 5 Years service.)**

GENERAL INFORMATION

Work under the guidance of the teaching staff and nominated Teaching Assistants, and within an agreed system of supervision, to implement agreed work/care/support programmes with individuals or groups, in or out of the classroom. All staff are expected to participate in professional development and to be pro-active in developing their own skills and knowledge as well.

PRINCIPAL DUTIES AND RESPONSIBILITIES

1. Support for Pupils

a. Attend to pupils' personal needs, and assist with the development and implementation of Individual Education/Behaviour/Support/Mentoring Plans and Personal Care Programmes.

b. Supervise and support pupils, including those with special needs, ensuring their safety and access to learning.

c. Establish constructive relationship with pupils and interact with them according to individual needs.

d. Promote the inclusion and acceptance of all pupils.

e. Encourage pupils to interact and work co-operatively with others, and engage in learning activities.

f. Set challenging expectations for pupils, and promote self-esteem and independence whilst working within our restorative approach to behaviour and regulation management.

g. Provide feedback to pupils in relation to progress and achievement under the guidance of the teacher.

2. Support for the Teacher

a. Assist with the planning of learning activities.

b. Use strategies, in liaison with the teacher, to support pupils to achieve learning goals.

c. Prepare the classroom as directed for lessons and clear afterwards. Assist with the display of pupils work.

d. Ensure the timely and accurate design, preparation, and use of specialist equipment/resources/materials.

e. Monitor pupils' responses to learning activities and accurately record achievement/progress as directed.

f. Establish constructive relationships with parents/carers.

g. Provide detailed and regular feedback to teachers on pupils' achievement, progress, problems etc.

h. Maintain records as requested.

i. Administer routine tests, invigilate exams, and undertake routine marking of pupils' work, accurately recording achievement/progress.

j. Promote good pupil behaviour, dealing promptly with conflict and incidents in line with established policy and encourage pupils to take responsibility for their own behaviour.

k. Provide general clerical/admin support eg. Administer coursework, produce worksheets for agreed activities, photocopying, typing, filing etc.

3. <u>Support for the Curriculum</u>

a. Support pupils in understanding instructions.

b. Undertake structured and agreed learning activities/teaching programmes, adjusting activities according to pupil responses.

c. Undertake programmes linked to local and national learning strategies e.g. literacy, numeracy, as directed by teachers.

d. Support pupils in using ICT, and develop pupils' competence and independence in its use.

e. Prepare, maintain, and use equipment resources required to meet the lesson plans/relevant learning activities, and assist pupils in their use.

f. Monitor and manage stock and supplies, cataloguing as required.

4. <u>Support for the Academy</u>

a. Be aware of and comply with policies and procedures relating to child protection, health, safety and security, confidentiality and data protection, reporting all concerns to an appropriate person.

b. Be aware of and support difference and ensure that pupils have equal access to opportunities to learn and develop.

c. Contribute to the overall ethos/work/aims of the Academy.

d. Appreciate and support the role of other professionals.

e. Attend and participate in relevant meetings as required.

f. Participate in training and other learning activities and performance development as required.

g. Assist with the supervision of pupils out of lesson times, including before and after school and at lunchtimes.

h. Accompany teaching staff and pupils, as appropriate, on visits, trips and out of school activities, and take responsibility for a group under the supervision of a teacher.

i. Undertake any other duties as needed by the academy including supervision of pupils at lunchtime