

JOB DESCRIPTION

School: Geoffrey Field Infant School	Department/Division: Education & Community Services
Post Reference No:	Location: Geoffrey Field Infant School
Job Title: TLA / SEN LEVEL 2	Grade/Salary Range: RG3m SCP 5 - 11 Above the gateway 8 - 11 Job evaluation code: T1184 July 2016

JOB PURPOSE

LEVEL 2 - To work under the instruction/guidance of teaching/senior staff to undertake work/care/support programmes, to enable access to learning for pupils, or a specific pupil with special educational needs, and to assist the teacher in the management of pupils and the classroom. Work may be carried out in the classroom or outside the main teaching area

DESIGNATION OF POST AND POSITION WITHIN DEPARTMENTAL STRUCTURE

Reports to Class Teacher/SENCO

MAIN DUTIES AND RESPONSIBILITIES

SUPPORT FOR PUPILS

- Supervise and provide particular support for pupils, including those with special needs, ensuring their safety and access to learning activities
- Assist with the development and implementation of Individual Education/Behaviour Plans and Personal Care programmes
- Support the general welfare, personal hygiene and health of children, including administering first aid and changing pupils
- Establish constructive relationships with pupils and interact with them according to individual needs
- Promote the inclusion and acceptance of all pupils
- Encourage pupils to interact with others and engage in activities led by the teacher
- Support school expectations and promote self-esteem and independence
- Be aware of pupil problems/progress/achievements and report to the teacher/SENCO as agreed

SUPPORT FOR TEACHERS

- Create and maintain a purposeful, orderly and supportive environment, in accordance with lesson plans and assist with the display of pupils' work
- Use strategies, in liaison with the teacher, to support pupils to achieve learning goals.
- Share feedback verbally from group work and observations to support future planning.
- Monitor pupils' responses to learning activities and record observations
- Be aware of pupil problems/progress/achievements and report to the teacher as agreed
- 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
- Establish constructive relationships with parents/carers
- Administer tests with children who need additional support

- Provide clerical/admin. support as required e.g. photocopying, filing, administer coursework etc.

SUPPORT FOR THE CURRICULUM

- Undertake structured and agreed learning activities/teaching programmes, adjusting activities according to pupil responses
- Undertake programmes linked to local and national learning strategies e.g. literacy, numeracy, early years recording of achievement and progress and feeding back to the teacher/SENCO
- Support the use of ICT in learning activities and develop pupils' competence and independence in its use
- Prepare, maintain and use equipment/resources required to meet the lesson plans/relevant learning activity and assist pupils in their use

SUPPORT FOR THE SCHOOL

- 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
- Be aware of and support difference and ensure all pupils have equal access to opportunities to learn and develop
- Contribute to the overall ethos/work/aims of the school
- Appreciate and support the role of other professionals
- Attend and participate in relevant meetings as required
- Participate in training and other learning activities and performance development as required
- Assist with the supervision of pupils out of lesson times at break times and lunchtimes and possibly including before and after school
- Accompany teaching staff and pupils on visits, trips and out of school activities as required and take responsibility for a group under the supervision of the teacher
- To carry out any appropriate activity instructed by the head teacher

Gateway Criteria – SCP 19-21

- Use strategies, in liaison with the teacher, to support pupils to achieve learning goals
- Communicate with other agencies/professionals, in liaison with teacher, to support achievement and progress of pupils
- Contribute to and initiate agreed learning activities making use of other learning activities to support the development of literacy and numeracy skills
- Administer routine tests and invigilate exams and undertake routine marking of pupils' work
- Make decisions about own work supporting pupils and refer more complex decisions to senior staff

SPECIAL/OTHER REQUIREMENTS or RESPONSIBILITIES OF THIS POST

What level of DBS check is required for this post ? :

*Enhanced with a check of the barring list(s)

If *, does the post require a check against the list of people barred from working with vulnerable adults?

NO

If *, does the post require a check against the list of people barred from working with children?

YES

What other security/safer recruitment clearances are required for this post (excluding standard identity/work permit/education qualification checks)? – please specify

Is this post 'politically restricted'?

NO

What Level H&S Responsibilities are applicable to this post?

LEVEL 1

Please specify responsibility for implementing the Council's risk management strategy as it applies to the service, ensuring risks to service delivery and specific projects or initiatives are recognized and that actions are taken and monitored to mitigate risks identified

Please specify below any other Statutory Duties and/or responsibilities of this post not already covered in the 'Main Duties and Responsibilities' above

SCOPE OF JOB (Budgetary/Resource control, Impact)

No budget responsibilities.

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Qualifications/Education/Training:

Good basic education in literacy and numeracy, preferred to GCSE level C or the equivalent

A relevant qualification in or working towards Childcare and or Education e.g. Level 2 Diploma in Childcare Education (formerly known as NNEB Diploma), NVQ Level 2 Childcare in Education

Or satisfactory experience as a TA with evidence of INSET/training undertaken

Experience

- Worked with or caring for children of relevant age
- Worked with children with special education needs e.g. ASD
- Willingness to take further training if necessary
- Some experience of teaching reading and other basic skills

Skills and Abilities

- Able to maintain confidentiality at all times
- Ability to keep calm during challenging circumstances
- Models acceptable behaviours
- Flexibility
- Proactive approach
- Ability to self-evaluate own learning needs and actively seek learning opportunities
- Ability to relate well to all children and adults
- Work constructively as part of a team, understanding classroom roles and responsibilities and own position within these
- Effective use of IT to support learning