Job Description and Person Specification

Teaching Assistant

Special School Level 1 GR9014

|  |  |
| --- | --- |
| **Job details** | |
| **Job title** | **Teaching Assistant Level 1** |
| **School** | **Special School** |
| **Section** |  |
| **Location** | **Sidestrand Hall** |
| **GR Number** | **GR9014** |
| **Grade** | **Scale D** |
| **Responsible to** | **Responsible to the Headteacher or Senior Teacher or Senior Teaching Assistant but works to and with a qualified teacher on a day to day basis.** |
| **Responsible for** |  |
| **Effective date** |  |

|  |
| --- |
| **Role and context** |
| **Job purpose** |
| Under the instruction/guidance of a teacher or other senior staff and within the overall ethos of the school, undertake care and learning programmes and activities to support an individual in the home setting. |
| **Context** |
| Job family: Classroom and pastoral |
| **Other Job Information (e.g. any special factors or constraints)** |
| Liaise with teacher and parents. |

|  |  |
| --- | --- |
| **Principal Accountabilities** | |
| **Accountability** | **Order of importance (1 = most important etc)** |
| **Support to pupils** | |
| To attend to the personal and social needs of pupils and any other special requirements depending on the nature of a pupil’s special needs and, wherever possible, making these part of the learning experience. | **1** |

|  |  |
| --- | --- |
| **Principal Accountabilities (continued)** | |
| **Accountability** | **Order of importance** |
| **Support to pupils (continued)** | |
| Support transition of pupil from home setting to school. | **2** |
| Supervise and provide particular support for pupil with ASD in the home, ensuring their safety and access to learning activities. | **3** |
| Assist with the development and implementation of Individual Education/Behaviour Plans and Personal Care programmes. | **4** |
| Promote inclusion and encourage constructive relationships within the home and with parents. | **5** |
| Provide feedback to pupils in relation to progress and achievement under the guidance of the teacher. | **6** |
| **Support for teachers** | |
| Assist with the planning of learning activities | **7** |
| Create and maintain a purposeful, orderly and supportive environment for learning in the home. | **8** |
| Use strategies, in liaison with the teacher, to support pupils to achieve learning goals. | **9** |
| Monitor pupils’ responses to learning activities and accurately record achievement/progress as directed and provide detailed and regular feedback to teachers on pupil’s achievement, progress, problems, etc. | **10** |
| Promote good pupil behaviour, dealing promptly with conflict and incidents in line with established policy and encourage pupils to take responsibility for their behaviour. | **11** |
| Administer routine tests and undertake routine marking of pupils’ work. | **12** |
| **Support for the curriculum** | |
| Undertake structured and agreed learning activities/teaching programmes, adjusting activities according to pupil responses, including undertaking literacy and numeracy programmes, recording achievement and progress and feeding back to the teacher. | **13** |
| Prepare, maintain and use equipment/resources required to meet the lesson plans/relevant learning activity and assist pupil in their use, including supporting the use of ICT in learning activities. | **14** |

|  |  |
| --- | --- |
| **Principal Accountabilities (continued)** | |
| **Accountability** | **Order of importance** |
| **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. | **15** |
| Be aware of and support difference. | **16** |
| Attend and participate in relevant meetings as required and participate in training and other learning activities and performance development as required. | **17** |
| Assist with the supervision of pupil at break times out of lesson times. | **18** |
| Accompany pupil and teacher on local visits to the community. | **19** |
| Undertake other similar activities that may fall within the grade and scope of the post as directed by the Headteacher. | **20** |

|  |  |
| --- | --- |
| **Person specification** | |
| **Essential** | **Desirable** |
| **Qualifications** | |
| * Evidence of good numeracy/literacy skills; | * NVQ 2 or equivalent in teaching assistance or experience; * First Aid training/training in specific medical procedures. |
| **Experience** | |
| * Working with or caring for children of relevant age. * Working with children with ASD. |  |
| **Skills/knowledge** | |
| * Knowledge of strategies to support pupils with SEND. * Effective use of ICT to support learning; * General understanding of National Curriculum and other basic learning programmes; * Basic understanding of child development and learning; * Ability to self-evaluate learning needs and actively seek learning opportunities; * Ability to relate well to children and adults; * Work constructively as part of a team. | * Use of other equipment technology - video, photocopier; * Knowledge of relevant policies/codes of practice and awareness of legislation; |

|  |
| --- |
| **General information** |
| * The job descriptions details the main outcomes required and should only be updated to reflect **major changes** that impact on the outcomes of the job. * Job holders must be aware of and comply with all current guidance, policies and procedures relating to safeguarding and ensure that they are in accordance with statutory and school safeguarding requirements at all times. * Job holders must ensure that they have read, understood and act in accordance with current school policies, particularly those intended to protect children and employees, for example, health, safety, welfare, safeguarding and inclusion. * All work performed/duties undertaken must be carried out in accordance with relevant County Council, department and school’s policies and procedures, within legislation, and with regard to the needs of our customers and the diverse community we serve. * Job holders will be expected to be flexible in their duties and carry out any other duties commensurate with the grade and falling within the general scope of the job, as requested by management. |