**Job Description**

**School St Margaret’s C of E Primary School**

**Job Title** SEND Teaching Assistant- Resource Provision

**Grade** B3 (NJC scale point 7-11)35 hours

**Conditions Of service** NJC

**Responsible To** Resource Provision Manager/ Resource Provision Teacher/ SLT

**Responsible For** None

**Special Conditions** this post is subject to a higher level check with the Disclosure & Barring Service. Please note that a criminal record will not necessarily be a bar to obtaining employment; this will depend on the circumstances and background to any offence.

**Job Purpose:** To work under the instruction/guidance of the teacher and centre manager in the Resource Provision at St Margaret’s and members of the school’s Senior Leadership Team to undertake work/care/support programmes, to implement agreed work programmes with individuals/ groups, in or out of the classroom. The role is based in the Resource Provision although pupils will access both the resource provision and the mainstream school and staff will support children in both settings. The Resource Provision offers 12 places for pupils age 4-11 with complex communication difficulties including Autistic Spectrum Condition (ASC). The role requires staff with detailed and specialist knowledge in ASC and will involve assisting the teacher in the whole planning cycle and management/presentation of resources. Working under guidance, staff are expected to provide support in addressing the needs of pupils who need particular help to overcome barriers to learning.

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**Responsibilities**

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| * Use specialist (curricular/ learning) skills/ training/ experience to support pupils, with a focus on overcoming barriers to learning for pupils with complex communication difficulties, including Autistic Spectrum Condition (ASC).
* Assist with the development and implementation of Individual Education/ Behaviour/ Support/ Mentoring plans.
* Establish productive working relationships with pupils, acting as a role model and setting high expectations.
* Promote the inclusion and acceptance of all pupils within the classroom, ensuring that this happens when pupils are learning in both the Resource Provision and the main school.
* Support pupils consistently whilst recognising and responding to their individual needs.
* Encourage pupils to interact and work co-operatively with others and engage all pupils in activities.
* Promote independence and employ strategies to recognise and reward achievement of self-reliance.
* Provide feedback to pupils in relation to progress, achievement, behaviour and attendance.
* Provide pastoral support to pupils.
* Support and facilitate learning for pupils working on a personalised timetable as required.
* Attend to pupil’s personal needs and provide advice to assist in their social, health and hygiene development.
* Participate in comprehensive assessment of pupils to determine those in need of particular help.
* Support provision for pupils with special needs.
* Develop 1:1 mentoring arrangements for pupils and provide therapeutic support for pupils.
* Support pupils to make choices about their own learning/ behaviour/ attendance.
* Challenge and motivate pupils, promoting and reinforcing self-esteem and independence.
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* Work with the teacher/other staff to establish an appropriate learning environment.
* Work with the teacher and other staff in lesson planning, evaluating and adjusting lessons/work plans as appropriate.
* Monitor and evaluate pupils’ responses to learning activities through observation and planned recording of achievement against pre-determined learning objectives.
* Provide objective and accurate feedback and reports as required, to the teacher on pupil achievement, progress and other matters, ensuring the availability of appropriate evidence.
* Be responsible for maintaining and updating records, information and data as agreed with the teacher, contributing to reviews of systems/ records as requested and producing analysis and reports as required.
* Undertake marking of pupils’ work and accurately record achievement/ progress.
* Promote and ensure health and safety, positive values, attitudes and good pupil behaviour dealing promptly with conflict and incidents in line with established policy and encourage pupils to take responsibility for their own behaviour.
* Liaise sensitively and effectively with parents/ carers as agreed with the teacher within your role/responsibility and participate in feedback sessions/ meetings with parents with, or as directed.
* Facilitate fair access to statutory testing
* Establish constructive relationships with parents/ carers, exchanging information, facilitating their support for their child’s attendance, access and learning and supporting home to school and community links.
* Create and maintain a purposeful, orderly and productive working environment.
* Ensure timely and accurate design, preparation and use of specialist equipment/ resources/ materials.
* Assist in the development of lesson/ work plans, administration of coursework, work sheets etc.
* Contribute to planning, development and organisation of systems/ procedures.
* Support pupils’ access to learning using appropriate strategies, resources etc.
* Assist in the development and implementation of appropriate behaviour management strategies and monitoring of systems relating to attendance and integration.
* Provide general clerical/ admin support e.g. dealing with correspondence, compilation/ analysis/ reporting on attendance, exclusions etc., making phone calls, administer coursework, produce worksheets for agreed activities.
* Help pupils to access learning activities through specialist support.
* Be innovative to overcoming barriers to learning by tailoring provision to meet the needs of the child.
* Maintenance of specialist equipment, check for quality/ safety, undertake specialist repairs/ modifications within own capabilities and arrange for other repairs/ modifications to be carried out.
* Be aware of and appreciate a range of activities, courses, organisations and individuals to provide support for pupils to broaden and enrich their learning.
* To appreciate and support the role of other professionals.
* To assist with the supervision of pupils out of lesson times, including before, after school, and at lunchtime.
* To 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 participate in appraisal, training and development activities as necessary to ensure up to date

Knowledge and skills

* To work collaboratively with colleagues, knowing when to seek help and advice.
* Contribute to the overall ethos, work, and aims of the school by attending relevant meetings, training days/events as requested.
* Be aware of and comply with school and Leeds City Council policies and procedures e.g. child protection, health, safety and security, confidentiality and data protection, reporting all concerns to an appropriate person
* Be aware of, support difference, and ensure equality for all working in an anti-discriminatory manner, upholding and promoting the standards and equal opportunities of the school and Leeds City Council.
* Recognise and appropriately challenge any incidents of racism, bullying, harassment or victimisation and any form of abuse of equal opportunities, ensuring compliance with relevant policies and procedures and making sure the individual/s involved understand it is unacceptable.

The duties outlined are not meant as an exhaustive list and will also comprise any other duties within the spirit of the post commensurate with the job evaluation outcome for this post.

**Qualifications**

GCSE Maths and/or English grades D-G, CSE level 2 are desirable;

AET Level 2 or 3 is desirable.

**PERSONAL SPECIFICATION**

**ESSENTIAL REQUIREMENTS:** It is essential that the Candidate should be able to demonstrate the following criteria for the post within the context of the specific role duties and responsibilities: Candidates will only be shortlisted for interview if they can demonstrate on the application form that they meet all the essential requirements

Method of Assessment will be through one or more of the following Application Form, Test, Interview, and Certificate

**Skills Required**

Good numeracy/literacy skills

Able to effectively use ICT to support learning

Use of other equipment technology – video, photocopier

Ability to relate well to children and adults

Work constructively as part of a team

**Knowledge Required**

Understanding of relevant polices/codes of practice and awareness of relevant legislation

Good understanding of child development and learning

Demonstrate a deep understanding of overcoming barriers to learning for people with complex communication difficulties.

General understanding of national/foundation stage curriculum and other basic learning programmes/strategies

Completion of DfES Teacher Assistant Induction Programme or equivalent qualifications or experience

NVQ 2 for Teaching Assistants or appropriate level of experience of operating in the classroom environment

AET Level 2 or 3 qualification or appropriate level of expertise of operating in a school environment

Training in the relevant learning strategies e.g. literacy

**Experience Required**

Of working with or caring for children of relevant age

Of working with children with complex communication difficulties, including ASC

**Behavioural & other Characteristics required**

Committed to continuous improvement.

Ability to understand and observe the School and Leeds City Council’s Equal Opportunities Policy.

To carry out all duties having regard to an employee’s responsibility under the School and Leeds City Council’s Health & Safety Policies.

Willingness to actively participate in training and development activities to ensure up to date knowledge, skills and continuous professional development

**DESIRABLE REQUIREMENTS:** It is essential that the Candidate should be able to demonstrate the following criteria for the post within the context of the specific role duties and responsibilities: Candidates will only be shortlisted for interview if they can demonstrate on the application form that they meet all the essential requirements

**Job Description Content Prepared / Reviewed by:**

Name: Jill Spencer Designation: Deputy Headteacher Date February 2023