

Job Description and Person Specification

Job title	Specialist Teaching Assistant
School	
Salary grade	E
Work location	
Reports to	Class Teacher / Lead Teacher/Deputy Headteacher/Headteacher
Supervises	N/A

JOB PURPOSE

To plan and deliver a range of specialist interventions to enable pupils with Social Emotional Mental Health (SEMH) and other Special Educational Needs (SEN) to make accelerated progress.

To work with individual or small groups of pupils, according to needs, as directed by the class teacher.

To support the teacher/ HLTA in the smooth and effective running of the class.

To consistently promote positive values, attitudes and behaviour.

To support the SENCo as directed.

To help raise standards of achievement for all pupils.

This job falls within the definition of regulated activity and therefore would be subject to an Enhanced DBS with barred list check.

STRUCTURE CHART

Headteacher or Deputy Headteacher in her absence

Lead Teacher

Class Teacher

Specialist LSA

MAIN DUTIES AND RESPONSIBILITIES

To promote equality as an integral part of the role and to treat everyone with fairness and dignity.

To recognise health and safety is a responsibility of every employee, to take reasonable care of self and others and to comply with the Schools Health and Safety policy and any school-specific procedures / rules that apply to this role.

Working under the direction of a qualified teacher and SENCo.

Specific Tasks

MAIN DUTIES AND RESPONSIBILITIES

- ❑ Plan and implement individual intervention programmes for pupils to make accelerated progress in the core subjects
- ❑ Promoting independence, building self-confidence/esteem and control enabling pupils to develop and thrive
- ❑ Plan and develop programmes of support to for individual and small groups of pupils
- ❑ Supporting and removing barriers to learning
- ❑ Supporting physical and social skills
- ❑ Assess pupils for a range of interventions
- ❑ Contribute to SAP and EHCP Targets and ensure information is passed in a timely manner to the Class Teacher
- ❑ Meet regularly with the Class Teacher/Unit Lead to review role of specialist teaching assistant
- ❑ Work with SEN pupils as directed and according to pupil's needs.
- ❑ Evaluate progress children have made on interventions to identify strengths and next steps & feedback outcomes to teachers and SENCo
- ❑ Following and implementing recommendations from outside agencies
- ❑ When required, feedback to outside agencies on children's needs and success of programmes/strategies in place
- ❑ Communicate effectively and sensitively with pupils to support their learning
- ❑ Promote and support the inclusion of all pupils in learning activities
- ❑ Use behaviour management strategies in line with the school's policy and procedures which contribute to a purposeful learning environment
- ❑ Work with individuals or small groups under the supervision and / or direction of the Teacher
- ❑ Organise and safely manage the learning activities, the teaching space and resources
- ❑ Help pupils to access learning activities through specialist support

Professional Values and Practice

- ❑ Have high expectations of all pupils and promote and reinforce pupils' self-esteem
- ❑ Respect pupils' social, cultural, linguistic, religious and ethnic backgrounds
- ❑ Be committed to raising the educational achievement of pupils
- ❑ Build and maintain successful relationships with pupils, treating them consistently, with respect and consideration and to be concerned for their development as learners
- ❑ Demonstrate and promote the same positive values, attitudes and behaviour that are expected from pupils
- ❑ Work collaboratively with colleagues
- ❑ Carry out all aspects of the role effectively and to seek help and advice when necessary
- ❑ Continually seek to improve own practice, including through observation, examination and discussion with colleagues and seek advice or guidance as necessary
- ❑ Contribute to the overall aims / ethos, work of the school

Other

- ❑ Maintain a safe environment for pupils, staff and visitors to the school

MAIN DUTIES AND RESPONSIBILITIES

- ❑ Supervise pupils off site on school trips and other external visits
- ❑ Meeting with outside agencies (e.g. ASD advisor) and feedback to SENCo and teacher.

SCOPE (impact on/control of resources, people, money etc)

None

PERSON SPECIFICATIONEssential/
Desirable**Qualifications**

GCSE grade C or equivalent in English and Maths Essential

NVQ level 3 in childcare or other appropriate aspect Desirable

Evidence of further training relevant to the role Desirable

Qualified first aider Desirable

Experience

Two years' experience working with children in a similar environment similar needs? Essential

Experience of working pupils with complex needs Essential

Demonstrable and relevant SEN experience Desirable

Knowledge and understanding

Understanding of child protection, safeguarding and bullying issues and able to demonstrate understanding of own accountabilities Essential

Knowledge of the National Curriculum and EYFS curriculum Essential

Demonstrable knowledge of the key factors that can affect the ways pupils learn Essential

Skills and abilities

Ability to use Outlook, and a web browser to access information Essential

Basic ability to use Microsoft Office (Word, Excel, PowerPoint etc) Essential

Good literacy and numeracy skills Essential

Able to confidently and competently apply knowledge and skills acquired from training into a practical classroom context Essential

Good planning and organisational skills Essential

Ability to motivate and encourage pupils Essential

Ability to adapt approach in order to support pupils with differing learning and emotional needs Essential

Work-related personal qualities

Actively enjoys working with children and has empathy with pupils and is sympathetic to their needs Essential

Professionally discreet and able to respect confidentiality Essential

Flexible approach to tasks Essential

Sensitive and effective approach towards pupil discipline with clear boundaries and high expectations Essential

Confident and able to use own initiative whilst taking direction from the class teacher / SENCo Essential

Remain calm under pressure Essential

Able to gain the confidence of pupils who are behaviourally challenged or social withdrawn	Essential
Ability to form effective relationships with colleagues and pupils, understand professional boundaries and demonstrate suitability to work with children	Essential
Other work-related requirements	
Patient and resilient	Essential
Willing to attend training, including intervention training, and implement actions	Essential
Maintains a positive demeanour and professional attitude	Essential
This role has been identified as public facing in accordance with Part 7 of the Immigration Act 2016, and therefore the ability to fulfil all spoken aspects of the role with confidence in English will be required.	Essential