

## Job Description

Job Title	<b>Specialist Teaching Assistant</b>	Department	<b>SEND</b>
Reporting to	<b>SENCo</b>	Grade	<b>5</b>
Hours per week	<b>30 during term time</b>		
Hours of Work	<b>A variety of full and part time hours</b>		

### INTRODUCTION

To work with teachers as part of a professional team to support teaching and learning for SEN pupils. Providing learning support to pupils who need particular help to overcome barriers to learning, such as those with moderate, severe, profound and multiple learning difficulties and/or behavioural, social, communication, sensory or physical disabilities.

This job description will be reviewed as least annually and any changes will be subject to consultation. The school's Grievance procedure will be used to resolve any dispute arising out of the job description. Other relevant policies may be the County Council's Stress at Work Policy and the Dignity at Work Policy.

King Alfred's is committed to safeguarding and promoting the welfare of children and young people and expects all staff and volunteers to share this commitment.

### KEY DUTIES:

- Implement planned learning activities/teaching programmes as agreed with the teacher, adjusting activities according to pupils' responses as appropriate
- Participate in planning and evaluation of learning activities with the teacher, providing feedback to the teacher on pupil progress and behaviour
- Support the teacher in monitoring, assessing and recording pupil progress/activities
- Provide feedback to pupils in relation to attainment and progress under the guidance of the teacher
- Support learning by arranging/providing resources for lessons/activities under the direction of the teacher
- Support pupils in social and emotional well-being, reporting problems to the teacher as appropriate
- Share information about pupils with other staff, parents / carers, internal and external agencies, as appropriate
- Understand and support independent learning and inclusion of all pupils as required.
- Work with pupils on therapy or care programmes, designed and supervised by a therapist/care 10. Attend to pupils' personal needs including toileting, hygiene,

dressings and eating, as well as help with social, welfare and health matters, reporting problems to the teacher as appropriate. Physically assist pupils in activities (may involve lifting, where mobility is an issue)

**Additional Support Needs Assistants at this level may also undertake some or all of the following:**

- Administer medication in accordance with an agreed plan under direction of healthcare practitioner and following appropriate training
- Update pupil records
- Assist with break-time supervision including facilitating games and activities
- Assist with escorting pupils on educational visits
- Support pupils in using basic ICT
- Undertake moving and handling activities as required.

**GENERAL RESPONSIBILITIES**

- Be aware of and support difference and ensure all students have equal access to opportunities to learn and develop
- Contribute to the overall ethos/work/aims of the school
- 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 students out of lesson times, including before and after school and at lunchtime

Accompany teaching staff and students on visits, trips and out of school activities as required and take responsibility for a group under the supervision of the teacher

**All staff employed by King Alfred's Academy are expected to work within the following policies and procedures:**

**Safeguarding:**

Ensure that all Child protection policies are adhered to and concerns are raised in accordance with these policies

**Health and Safety:**

Taking appropriate responsibility for one's own health, safety and welfare and the health and safety of students, visitors and work colleagues in accordance with the requirements of legislation and locally-adopted policies; including taking responsibility for raising concerns with an appropriate manager.

**Security and data protection:**

Work within the confines of the Data Protection Act and to take appropriate measures to ensure the security and confidentiality of data.

King Alfred's is committed to safeguarding and promoting the welfare of children and young people and expects all staff and volunteers to share this commitment. All post holders in regulated activity are subject to appropriate vetting procedures and a satisfactory Enhanced Disclosure and Barring Service check.

All staff will be expected to promote fundamental British values.

SPECIFICATION (Job Related)	ESSENTIAL	DESIREABLE
Experience	<ul style="list-style-type: none"> <li>• Experience of working with children</li> <li>• Evidence of working within a team forming collaborative relationships</li> </ul>	<ul style="list-style-type: none"> <li>• Experience surrounding secondary school age students</li> <li>• Experience of working within a medical setting.</li> </ul>
Qualifications	<ul style="list-style-type: none"> <li>• Pass in GCSE Maths and English</li> <li>• Understanding of relevant learning strategies e.g. literacy</li> <li>• First aid training</li> </ul>	<ul style="list-style-type: none"> <li>• Medical qualifications</li> </ul>
Knowledge and Skills	<ul style="list-style-type: none"> <li>• Effective use of ICT to support learning</li> <li>• General understanding of national curriculum and other basic learning programmes/strategies</li> <li>• Basic understanding of child development and learning</li> <li>• Ability to self-evaluate learning needs and actively seek learning opportunities</li> <li>• Ability to relate well to children and adults</li> <li>• An understanding of the classroom environment</li> </ul>	<ul style="list-style-type: none"> <li>• Understanding of relevant SEND policies/codes of practice and awareness of SEND relevant legislation</li> </ul>