



## Job Description and Person Specification

**Post Held:** Specialist Teaching Assistant

**Responsible to:** Senior Lead TA, Lead TA, Extended Leadership Team

**Liaises with:** Class teacher, Senior Lead TA, Lead TA, SEND team, external partners

**Salary:** Bucks Pay range 2 (11-15) £25,625 to £27,770 pro rata. (Actual starting salary £18,619 for full time role)

### Purpose of job:

- To provide targeted support for pupils with additional or complex needs, applying practical experience, knowledge, and strategies in areas such as EAL, behaviour, and SEN to meet individual learning requirements.
- To plan, resource, deliver and monitor progress for pupils' programmes within the classroom or as part of a separate strategy

### DUTIES AND RESPONSIBILITIES

#### Teaching and learning

*Under the direction of the class teacher, Lead TA, SEN team and Extended Leadership Team*

Use specialist experience, knowledge and skills to;

- To support pupils with challenging or high level needs, including those with special educational needs, disabilities, EAL or behaviour, learn as effectively and independently as possible through; *modelling to pupils, using effective resources, supporting with vocabulary, using questioning, discussion*
- Create a positive working relationship and environment that supports pupils needs so they can access the learning, leading on the pupils educational, social, emotional and personal development
- Modify the class teacher's planned activities to meet the needs of pupils
- To plan, deliver and evaluate interventions and additional teaching to pupils
- To understand and follow support plans and EHCPs, drawing on own knowledge and experience
- Observe pupil performance and give feedback towards external professional meetings
- Provide positive and supportive feedback to pupils and parents (where necessary)
- Have high expectations, promote self-esteem and independence
- Support pupil's behaviour in line with the school's vision, values and positive behaviour policy – using Wellbeing Plans and bespoke strategies where needed
- Promote good behaviour, dealing promptly with conflicts and incidents in line with policy, and encourage children to take responsibility for their own behaviour
- Be a role model for pupils
- Model and support other teaching assistants to support pupils
- To support and uphold the school's vision, values and motto
- To support with educational visits, taking responsibility for the welfare and learning of pupils with additional needs

#### Health and safety and Safeguarding

- Ensure the safety, wellbeing and safeguarding of pupils with needs by following schools' policies or pupils plans or EHCPs
- Be creative with how pupils with needs are supported when they are upset or have had issues

Our School Values are *Respect, Responsibility, Perseverance, Collaboration, Honesty and Inclusion*

**Other**

- To undertake gate, break and lunch duties promoting a safe and positive experience
- To work as members of the school staff team in the smooth running of the school
- Follow school policies and the staff code of conduct
- To take part in the school's appraisal procedures
- To take part in training offered by the school
- Attend meetings relevant to the post as well as any with external professionals
- Undertake any other relevant duties given by the class teacher or leaders

**PERSON SPECIFICATION**

	<b>ESSENTIAL</b>	<b>DESIRABLE</b>
<b>Qualifications</b>	<ul style="list-style-type: none"> <li>• GCSEs or equivalent</li> </ul>	<ul style="list-style-type: none"> <li>• GCSE Mathematics and English C grade or equivalent</li> </ul>
<b>Previous Experience</b>	<ul style="list-style-type: none"> <li>• Experience in the successfully support of pupils with needs</li> <li>• Experience of being a TA</li> </ul>	<ul style="list-style-type: none"> <li>• Experience of working in a special school</li> <li>• Experience of working in a behaviour unit</li> </ul>
<b>Professional Skills and Experience</b>	<ul style="list-style-type: none"> <li>• Ability to demonstrate specialist support</li> <li>• Understand how pupils with needs learn differently and how these may be assessed and met</li> <li>• Able to communicate effectively with pupils, parents, other professionals, etc.</li> <li>• Able to support pupils in all areas to meet their needs</li> <li>• Commit to specialist training</li> <li>• Understanding how to motivate, enable and engage dysregulated pupils</li> </ul>	<ul style="list-style-type: none"> <li>• Specialist training e.g. Behaviour, SEN, EAL, mental health courses</li> <li>• SENDCO knowledge</li> <li>• Behaviour Unit knowledge</li> <li>• EAL high level knowledge</li> </ul>
<b>Personal Qualities</b>	<ul style="list-style-type: none"> <li>• Can do approach</li> <li>• Resilience</li> <li>• Solution-driven</li> <li>• Passion and enthusiasm</li> <li>• Positivity</li> <li>• Confidentiality</li> </ul>	