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) £21,879 to £23,961 pro rata. (Actual starting salary £15,897 for full time role)

Purpose of job:
- To provide specialist skills and knowledge, at an advanced level, in a specialist area (e.g. EAL, Behaviour, SEN)
- 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

	ESSENTIAL	DESIRABLE
Qualifications	• GCSEs or equivalent	• GCSE Mathematics and English C grade or equivalent
Previous Experience	• Experience in the successfully support of pupils with needs • Experience of being a TA	• Experience of working in a special school • Experience of working in a behaviour unit
Professional Skills and Experience	• Ability to demonstrate specialist support • Understand how pupils with needs learn differently and how these may be assessed and met • Able to communicate effectively with pupils, parents, other professionals, etc. • Able to support pupils in all areas to meet their needs • Commit to specialist training • Understanding how to motivate, enable and engage dysregulated pupils	• Specialist training e.g. Behaviour, SEN, EAL, mental health courses • SENDCO knowledge • Behaviour Unit knowledge • EAL high level knowledge
Personal Qualities	• Can do approach • Resilience • Solution-driven • Passion and enthusiasm • Positivity • Confidentiality	

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