

JOB DESCRIPTION

Post Title: Support Assistant Intervention L3

Disc Level: Enhanced

Managed by: Headteacher

Responsible to: SENCO (NZT), Headteacher, Governors

All employees must have proper and professional regard for the ethos, policies and practices of the school, and maintain high standards in their own attendance and punctuality.

All employees must have an understanding of, and always act within, the statutory frameworks which set out their professional duties and responsibilities.

The duties outlined within this job description may be modified by the Headteacher in consultation with the post holder to reflect or anticipate changes in the job, commensurate with the salary and job title. The post-holder will be assessed against the relevant standards above.

This post is subject to the schools Performance Management Policy, Quality Assurance Policy and Health & Safety Policy along with all other school policies outlined in the School's Handbook.

General.

All employees must make the education of their pupils their first concern, and are accountable for achieving the highest possible standards in work and conduct. They must act with honesty and integrity, be self-critical; forge positive professional relationships; and work with parents and teachers in the best interests of pupils.

Job Purpose:

To work under the guidance of teaching/SENDCO and within an agreed system of supervision, to implement agreed work programmes with individuals/groups, in or out of the classroom. This could include those requiring detailed and specialist knowledge in particular areas and will involve assisting the teachers & SENDCO in the whole planning cycle and the management/preparation of resources.

Duties and Responsibilities

- Provide intervention support for a range of learners with a variety of needs

Support for Learners

- Use specialist (curricular/learning) skills/training/experience to support learners
- Assess learners and keep detailed electronic data
- Use data effectively to plan for interventions
- To plan for and deliver a wide range of interventions to learners
- Assist with the development and implementation of Pupil Profiles
- Establish productive working relationships with learners, acting as a role model and setting high expectations
- Promote the inclusion and acceptance of all learners within the classroom and school
- Support learners consistently whilst recognising and responding to their individual needs
- Encourage learners to interact and work co-operatively with others and engage all learners in activities
- Promote independence and employ strategies to recognise and reward achievement of self-reliance
- Provide feedback to learners in relation to progress and achievement
- Receive and supervise learners excluded from, or otherwise not working to, a normal timetable
- Promote the speedy/effective integration of those who are new or have been absent
- Ensure timely and accurate design, preparation and use of specialist equipment/resources/materials
- Contribute to planning, development and organisation of systems/procedures/policies
- Attend to the learners' personal needs, and implement related personal programmes, including social, health, physical, hygiene, first aid and welfare matters

Support for the teachers

- Manage liaison with feeder schools and other relevant bodies to gather learner information to complete Pupil Profiles
- Support learners' access to learning using appropriate strategies, resources etc.
- Work with other staff in planning, evaluating and adjusting learning activities as appropriate
- Monitor and evaluate learners' responses and progress against action plans through observation and planned recording

- Provide objective and accurate feedback and reports as required, to other staff on learner's achievement, progress and other matters, ensuring the availability of appropriate evidence
- Manage record keeping systems and processes
- 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
- Administrative support e.g. dealing with correspondence, compilation/analysis/reporting on attendance, exclusions etc., making phone calls etc.
- Ensure timely and accurate design, preparation and use of specialist equipment/resources/materials
- Contribute to planning, development and organisation of systems/procedures/policies

Support for the curriculum

- Implement agreed learning activities/teaching programmes, adjusting activities according to learner responses/needs
- Implement local and national learning strategies e.g., literacy, numeracy, KS3, KS4 and make effective use of opportunities provided by other learning activities to support the development of relevant skills
- Support the use of ICT in learning activities and develop learners' competence and independence in its use
- Help learners to access learning activities through specialist support
- Determine the need for, prepare and maintain general and specialist equipment and resources
- Implement agreed work programmes/practical lessons under the guidance of the teacher
- Select and prepare resources necessary to lead learning activities, taking account of learners' interests and language and cultural backgrounds

Support for the school

- Be aware of and comply with policies and procedures relating to child protection, health, safety and security, confidentiality and data protection, reporting all concerns to an appropriate person
- Be aware of and support difference and ensure all learners have equal access to opportunities to learn and develop
- Use behaviour management strategies, in line with the school's policy and procedures, to contribute to a purposeful learning environment and encourage learners to interact and work co-operatively with others
- Contribute to the overall ethos/work/aims of the school
- Establish constructive relationships and communicate with other agencies/professionals, in liaison with the teacher, to support achievement and progress of learners
- Attend and participate in regular meetings

- Participate in training and other learning activities as required
- Recognise own strengths and areas of expertise and use these to advise and support others
- Provide appropriate guidance and supervision and assist in the training and development of staff as appropriate
- Assist with the supervision of learners out of lesson times, including before and after school, breaktimes and lunchtimes
- Contribute to the overall ethos, work and aims of the school by attending relevant meetings and contributing to the development of policies and procedures within the school. Also participate in staff meetings and training days/events as requested

GENERAL

The Teaching Assistant may be called upon to perform other duties that the Headteacher considers reasonable, that are commensurate with the grading and designation of the post

Signed by employee: _____

Print Name: _____

Signed on behalf of school: _____

Print Name: _____