

## **Silverwood School – Rowde Campus**

### **JOB DESCRIPTION**

**DESIGNATION:** Special Education Teaching Assistant

**GRADE:** Grade F

**NAME:**

**REPORTS TO:** Deputy Head Teacher

**EFFECTIVE DATE:**

#### **Overall purpose of post**

To assist in the support and inclusion of students with a wide range of Special Educational Needs and difficulties within Silverwood School. These will be students with complex Learning Difficulties, whose ages will range from 11 to 16 years.

#### **The postholder has responsibility for safeguarding and promoting the welfare of students at the school**

#### **1. Key tasks**

- 1.1 To develop knowledge of a range of learning support needs and an understanding of the specific needs of the students to be supported.
- 1.2 Taking into account the learning support involved, to aid students to learn as effectively as possible, both in group situations and on their own, by, for example:
  - clarifying and explaining instructions
  - ensuring they can use equipment and materials provided
  - motivating and encouraging children, as required
  - assisting in areas of individual difficulty, e.g. language, behaviour, reading, spelling, handwriting/presentation etc
  - helping students to concentrate on, and finish, work set
  - meeting physical needs, as required, whilst encouraging independence
  - liaising with the teaching staff about tutor behaviour strategy documents.
  - developing appropriate resources to support students' learning.
- 1.3 To establish supportive relationships with the students concerned.
- 1.4 To encourage acceptance and inclusion of students with special needs.
- 1.5 To develop methods of promoting/reinforcing self-esteem.
- 1.6 To listen to and help resolve problems.
- 1.7 To provide individual or small group supervision in and out of the classroom.
- 1.8 To accompany students when swimming, including supervising from the poolside and in the pool.
- 1.9 To accompany students on school visits/trips.

## **2. Care of students**

- 2.1 To undertake physical tasks for the care of the student/s, eg dressing, washing, feeding and changing; changing of incontinent students and cleaning wet and/or soiled floor and furniture, clothing and nappies.
- 2.2 To become familiar with fitting and adjusting medical appliances and using mobility aids, and to undertake physiotherapy exercises and speech therapy exercises in relation to students, as required.
- 2.3 To administer medication on instruction from the Head Teacher, or his representative, and supervise students with medical conditions, or who are ill/sick.

## **3. Supporting teachers/other professionals**

- 3.1 To assist in the development of suitable programmes of support for students, including contributing to the development and implementation of tutor behaviour strategy documents.
- 3.2 In conjunction with teachers, and/or other professionals, to develop systems of recording progress and attainment.
- 3.3 To contribute to the maintenance of children's progress records.
- 3.4 To participate in the evaluation of support programmes.
- 3.5 To provide regular feedback about students to the teacher.
- 3.6 To encourage the social and emotional development of students by intervening in situations that call for adult support.

## **4. Supporting the curriculum**

- 4.1 To support the delivery of all aspects of the curriculum offered by the school, and its development.

## **5. Supporting the school**

- 5.1 To develop relationships to foster links between home and school, as appropriate.
- 5.2 To liaise, advise and consult with other colleagues, as appropriate.
- 5.3 To contribute to reviews of students' progress, as appropriate.
- 5.4 To attend relevant in-service training.
- 5.5 To implement school policies and procedures, as required.
- 5.6 To be aware of confidential issues and data, and to handle such confidential information appropriately.
- 5.7 To assist with the setting up, storage and general maintenance, of classroom equipment and teaching aids, e.g. computers and computer software, resources, indoor and outdoor play equipment, photographic equipment, etc.
- 5.8 To deal with cases of sickness or soiling in the teaching environment.
- 5.9 To administer minor first aid under the guidance of a qualified person.
- 5.10 To maintain, as necessary, a supply of students' own clothing, and a school supply of emergency clothing, including operating washing machines if required.
- 5.11 To set up and store students' individual aids, e.g. specialist seating, physiotherapy equipment and wheelchairs/buggies, as required.
- 5.12 To organise equipment for outings, e.g. drinks, food, weather protection, inhalers, first aid box.
- 5.13 To attend after school meetings/training once a fortnight during term time.

## **6. Disclosure and barring**

The nature of the work requires that the post-holder has undergone checks by the Disclosure and Barring Service and has an Enhanced level of disclosure.

## **7. Equal opportunities**

The post-holder has a responsibility to understand and abide by the obligations laid down in the school's Equalities policies.

## **8. Health and safety**

The post-holder has a responsibility for his/her own health and safety, and that of others who may be affected by their acts or omissions. In addition, supervisors have responsibility to ensure that, on a day-to-day basis, work is conducted within the framework of all local guidelines and policy. Managers are responsible for implementing the school's Health, Safety and Welfare Policy within their area of control.

## **9. Other duties**

The post-holder may be required to perform duties other than those given in the job description for the post, providing that they are commensurate within the grade. The particular duties and responsibilities attached to posts may vary from time to time without changing the general character of the duties or the level of responsibility entailed. Such variations are a common occurrence and would not in themselves justify the re-evaluation of a post. In cases, however, where a permanent and substantial change in the duties and responsibilities of a post occurs, consistent with a higher level of responsibility, then the post would be eligible for re-evaluation.

*Date of commencement of current post/duties:*

Signed .....(Postholder)

Date .....

Signed .....(Deputy Head Teacher) Date .....