

Elmfield School for Deaf Children

JOB TITLE Teaching Assistant

GRADE Bristol Grade 8

MANAGED BY Headteacher

Purpose of the Job

To enable each pupil to participate in the social and academic processes of the school in order that they have the opportunity to achieve the aims as set out in the school vision

To enable pupils to become independent learners

To help to raise the standards of achievement for all pupils

To support positive partnerships between deaf and HI settings, staff and children

To contribute to the positive development of Elmfield School as a regional Centre of Excellence for Deaf and HI pupils

Key Job Outcomes**1. Support for children's learning**

Under the direction of the class or subject teacher, supporting the delivery of learning activities for individuals or groups of children by:

- Supporting children to achieve the learning objectives set by the teacher
- Supervising a pupil through a task, enabling the pupil to achieve but not doing the task for them
- Explaining, clarifying and reinforcing instructions in order to support the pupils understanding
- Promoting independent learning through reinforcing expectations, vocabulary and other task information
- To assist with mobility, literacy and numeracy programmes etc for individuals and groups.
- Supervising and encouraging safe behaviour for groups or individuals
- Acting as a mentor for individual children as part of their individual support programmes
- To monitor progress and collect evidence to support assessment

2. Support for the learning environment

- To assist in preparing and maintaining learning resources
- To support the use of ICT within the classroom
- To develop individual programmes, following guidance from teaching staff
- To prepare, store, retrieve, sort and display materials, finished work, equipment
- To have high expectations at all times and to provide positive, enthusiastic role models to children
- To take on specific duties as requested, following appropriate training. To include: First Aid, Minibus Driving, and Breakfast, Lunchtime or After School supervision
- To play an active part in planning and delivering enrichment opportunities for Deaf and HI children on a local and national basis (i.e. sporting, creative and social links and partnerships)

- To assist in the development, monitoring, reviewing and progression of children's IEPs and/or behavior plans
- To support invigilation and assessment processes, recording, keeping and retrieving accurate records and following defined procedures
- To support pupils language development within a Multi-lingual setting.

3. Care and support for children

Attend to the day to day needs of children, inside and outside the classroom, by:

- Provision of personal, social, welfare and behaviour support
- Intervention to promote the progress of individual children in attaining defined goals
- Promoting effective pastoral care for individual children and groups, following defined procedures, and liaising with colleagues to create and retrieve accurate records to provide the basis for home/school liaison and contacts with other agencies
- Reporting concerns about progress, identifying solutions to the teacher
- Assisting educational and therapeutic professionals in their delivery of specialist support programmes
- Developing and maintaining relationships with other professionals and parents
- Assisting with the assessment by the teacher of individual children's development through observation, creation and retrieval of records, discussion with colleagues and teachers to promote the social, emotional and behavioural standards defined by school and LA policies and procedures
- To follow programmes devised by other professionals and monitor progress within these
- Supporting children at breaks, lunchtime and before and after school.

This job description sets out the key outcomes required. It does not specify in detail the activities required to achieve these outcomes.

General Accountabilities

- A. So far as reasonably practicable, the postholder must promote safe working practices by employees, and in premises/work areas for which the postholder is responsible, to maintain a safe working environment for employees and service users. These are defined in the Corporate Health, Safety and Welfare policy, departmental policies and codes of practice.
- B. Work in compliance with the Codes of Conduct, Regulations and policies of the City Council, and its commitment to equal opportunities
- C. Ensure that output and quality of work is of a high standard and complies with current legislation / standards

Manager [Headteacher]

Date of Job Description: June 2017