



JOB DESCRIPTION

SEMH Resource Base - Teaching Assistant

NJC Scale 4 (7 - 10)

Term Time Only

Responsible to: Resource base lead and SENCo

OVERALL RESPONSIBILITY

To work under the instruction/guidance of teaching/senior staff to undertake work/care/support programmes, to enable access to learning for students with Social, Emotional and Mental Health issues. To assist the teacher and SEMH Resource Base Lead Teacher in the management of students working either in the classroom or with smaller groups of students or one to one.

Main Responsibilities and Duties

Support for Students

- Supervise and provide particular support for students identified on the Special Educational Needs Register, ensuring their access to learning activities
- Assist with the development and implementation of Behaviour Plans / Pastoral Support Plans
- Establish constructive relationships with students and interact with them according to individual needs
- Promote the inclusion and acceptance of all students
- Encourage students to interact with others and engage in activities led by the teacher
- Set challenging and demanding expectations and promote self-esteem and independence
- Provide feedback to students in relation to progress and achievement under guidance of the teacher
- Support students where necessary in unstructured times such as break and lunch time
- To participate in providing extracurricular activities
- To work with external agencies in supporting students with SEMH
- To provide 1:1 or group sessions for students with SEMH according to their learning and needs

Support for Teachers

- Create and maintain a purposeful, orderly and supportive environment, in accordance with lessons and interventions
- Use strategies, in liaison with the teacher, to support students to achieve learning goals
- Assist with the planning of learning activities
- Monitor students' responses to learning activities and accurately record achievement/progress as directed
- Provide detailed and regular feedback to teachers and the Resource Base Lead Teacher on student's achievement, progress, problems etc.
- Promote good student behaviour, dealing promptly with conflict and incidents and encourage students to take responsibility for their own behaviour
- Establish constructive relationships with parents/carers

Support for the Curriculum

- Undertake structured and agreed learning activities/teaching programmes, adjusting activities according to students needs
- Undertake programmes linked to local and national learning strategies, recording achievement and progress
- Prepare, maintain and use equipment/resources required to meet the lesson plans/relevant learning activity and assist students in their use
- Working with the subject specialist producing differentiated learning materials matched to the needs of the students on the SEN register.
- Deliver interventions and / or 1:1 sessions as timetabled by the Resource Base Lead Teacher

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 students have equal access to opportunities to learn and develop
- Contribute to the overall ethos/work/aims of the school
- Appreciate and support the role of other professionals
- Attend and participate in relevant meetings as required
- Participate in training and other learning activities and performance development as required
- Assist with the supervision of students out of lesson times, including before and after school and break and lunchtime
- Accompany teaching staff and students on visits and out of school activities as required and take responsibility for a group under the supervision teaching staff

General

- To unequivocally support and promote the values and ethos of The Elmgreen School
- To have due regard for safeguarding and promoting the welfare of children and young people and to follow all associated child protection and safeguarding policies as adopted by the school and Local Authority.
- To implement the Council's Equal Opportunities Policy and work actively to overcome discrimination on the grounds of race, gender, disability, sexuality or status in the Council's service.
- To take responsibility, appropriate to the post, for tackling racism and promoting good race, ethnic and community relations
- To be aware of the responsibilities under Data Protection Legislation for the security, accuracy and significance of the personal data held in the schools systems.
- To undertake such duties as required to meet the needs of the service

This job description will be reviewed annually and may be subject to amendment or modification at any time after consultation with the post holder. It is not a comprehensive statement of procedures and tasks but sets out the main expectations of the School in relation to the post holder's professional responsibilities and duties.

Compiled by: SGE	Created: 20/5/2021
Approved by: DBE	Revision Number: 1
	Revision Date



PERSON SPECIFICATION
SEMH Teaching Assistant
NJC Scale 4

You should seek to demonstrate how you meet the selection criteria in the information you provide on your application form and in your supporting statement.

Qualifications & Knowledge

Essential

- GCSE math and English or enrolled on a course working towards this
- NVQ 2 for Teaching Assistants or equivalent qualifications or experience
- Training in the relevant learning strategies e.g. literacy and numeracy
- Experience of working with young people in a diverse environment
- Awareness of current issues and trends in secondary education
- Previous experience of working with young people with Social, Emotional and Mental Health

Desirable

- A degree or equivalent level
- Knowledge of proactive strategies for behaviour for learning

Skills and Experience

Essential

- Experience of working with students in one or more of the following: Autistic Spectrum Disorders, ADHD, Social, Emotional and Mental Health
- Excellent communication skills
- Excellent interpersonal skills including the ability to handle situations with tact and sensitivity involving staff and students
- Excellent behaviour management skills
- Ability to manage and prioritise workload
- Effective use of ICT to support learning
- Understanding of relevant policies/codes of practice and awareness of relevant legislation
- General understanding of national curriculum and other basic learning programmes/strategies
- Basic understanding of child development and learning
- Ability to identify learning needs
- Ability to scaffold work, in particular in English and Math

General

- Demonstrate a commitment to diversity
- Display a commitment and an ability to contribute to the protection and safeguarding of children and young people
- Work as part of a team
- Demonstrate personal integrity
- Work to support the aims and ethos of the school
- Flexibility in the approach to work and the demands of the post
- Willingness to undertake professional development.