



## SSC TEACHING ASSISTANT (Level 3 plus SEN) Job Description – 2021/22

**NJC LEVEL 3** – To work under the guidance of teaching/senior staff 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 teacher in the whole planning cycle and the management/preparation of resources. Staff may also supervise whole classes occasionally during the short-term absence of teachers (e.g. illness, Inset, PPA).

### SUPPORT FOR PUPILS

- Use specialist (curricular/learning) skills/training/experience to support pupils
  - Assist with the development and implementation of ISPs (Individual Support Plans), Pupil Passports and/or EHC targets.
  - Establish productive working relationships with pupils, acting as a role model and setting high expectations.
  - Promote the inclusion and acceptance of all pupils within the classroom, including mainstream integration opportunities.
  - Support pupils consistently whilst recognising and responding to their individual needs.
  - Encourage pupils to interact and work co-operatively with others and engage all pupils in activities.
  - Promote independence and employ strategies to recognise and reward achievement of self-reliance.
- Provide feedback to pupils in relation to progress and achievement.

### SUPPORT FOR THE TEACHER

- Work with the teacher to establish an appropriate learning environment.
- Work with the teacher in lesson planning, evaluating and adjusting lessons/work plans as appropriate.
- Monitor and evaluate pupils' responses to learning activities through observation and planned recording of achievement against pre-determined learning objectives.
- Provide objective and accurate feedback and reports as required, to the teacher on pupil achievement, progress and other matters, ensuring the availability of appropriate evidence.
- Be responsible for keeping and updating records as agreed with the teacher and contributing to reviews of systems/records as requested.
- Undertake marking of pupils' work and accurately record achievement/progress.
- Promote positive values, attitudes and good pupil behaviour, dealing promptly with conflict and incidents in line with established policy and encourage pupils to take responsibility for their own behaviour.
- Liaise sensitively and effectively with parents/carers as agreed with the teacher within your role/responsibility and participate in feedback sessions/meetings with parents, or as directed.
- Administer and assess routine tests and invigilate exams/tests.
- Provide general clerical/admin. support e.g. administer coursework, produce worksheets for agreed activities etc.

**SUPPORT FOR THE CURRICULUM**

- Implement agreed learning activities/teaching programmes, adjusting activities according to pupil responses/needs.
- Support the use of ICT in learning activities and develop pupils' competence and independence in its use.
- Help pupils to access learning activities through specialist support.
- Determine the need for, prepare and maintain general and specialist equipment and resources.

**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 pupils have equal access to opportunities to learn and develop.
- 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 pupils.
- 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.
- Undertake planned supervision of pupils' out of school hours learning activities.
- Supervise pupils on visits, trips and out of school activities as required.

<b>Experience</b>	As TA1, TA2 plus: <ul style="list-style-type: none"><li>• Experience working with children of relevant age</li></ul>
<b>Examples of recommended qualifications, knowledge and training requirements</b>	As TA1, TA2 plus: <ul style="list-style-type: none"><li>• Very good numeracy/literacy skills</li><li>• Team Teach training</li><li>• NVQ 3 for Teaching Assistants or equivalent qualification or experience (or working towards)</li><li>• Training in the relevant strategies e.g. literacy and/or in particular curriculum or learning area e.g. bi-lingual, sign language, dyslexia, ICT, maths, English, CACHE etc.</li><li>• Appropriate first aid training.</li></ul>
<b>Knowledge/Skills</b>	As TA1, TA2 plus: <ul style="list-style-type: none"><li>• Experience working in either a specialist SEND provision or with SEND children with an EHCP</li><li>• Can use ICT effectively to support learning.</li><li>• Use of other equipment/technology i.e. video, photocopier etc.</li><li>• Full working knowledge of relevant policies/codes of practice and awareness of relevant legislation.</li><li>• Working knowledge of national/foundation stage curriculum and other relevant learning programmes/strategies.</li><li>• Understanding of principles of child development and learning processes.</li><li>• Ability to self-evaluate learning needs and actively seek learning opportunities.</li><li>• Ability to relate well to children and adults.</li><li>• Work constructively as part of a team, understanding classroom roles and responsibilities and your own position within these.</li></ul>

Whilst every effort has been made to explain the main duties and responsibilities of the post, each individual task undertaken may not be identified. Employees will be expected to comply with any reasonable request from their manager to undertake work of a similar level that is not specified in this job description.

This job description may be amended at any time following discussion between the Head Teacher and member of staff, and will be reviewed annually as part of the Performance Management cycle.