


Job Description		
TEACHING ASSISTANT - SPECIAL SCHOOL Grade 2 SCP 2 - 4	Newark Orchard School	
Job Purpose To work under the direct instruction of teaching staff, usually in the classroom with the teacher, to support access to learning for pupils, including those identified as having severe learning difficulties and those with challenging behaviour in a range of different learning situations and settings and provide general support to the teacher in the management of pupils and the classroom.		
Key Responsibilities		
<ol style="list-style-type: none"> 1. Attending to the pupils' personal needs and implement related personal programmes, including social, health, physical, hygiene, first aid and welfare matters, including the use of specialist equipment where necessary 2. Providing support for students with emotional, social and behavioural problems. 3. Providing practical assistance in relation to other identified physical needs 4. Supervising and supporting pupils ensuring their safety and access to learning 5. Working to establish a supportive relationship with the children and parents concerned 6. Promoting the inclusion and acceptance of all pupils 7. Encouraging pupils to interact with others and engage in activities led by the teacher 8. Encouraging pupils to act independently as appropriate 9. Preparing classroom as directed for lessons and clear afterwards and assisting with the display of pupils' work 10. Being aware of pupil problems/progress/achievements and reporting to the teacher as agreed 11. Supporting the teacher in managing pupil behaviour, reporting difficulties as appropriate 12. Gathering/reporting information from/to parents/carers as directed 13. Working with and acting upon guidance provided by teachers and other professionals such as Inclusion Services, Speech Therapists, Physiotherapists, Occupational Therapists, Moving and Handling Specialists 		

14. Providing support for such tasks as clerical, administrative, photocopying, collection and recording of money e.g. completion of diaries/home – school booklet
15. Supporting pupils to understand instructions
16. Supporting pupils in respect of local and national learning strategies e.g. literacy, numeracy, as directed by the teacher
17. Supporting pupils in using basic ICT as directed
18. Preparing and maintaining equipment/resources as directed by the teacher and assisting pupils in their use
19. Assisting with the supervision of pupils out of lesson times, including before and after school and at lunchtimes
20. Accompanying teaching staff and pupils on visits, trips and out of school activities as required

General Responsibilities

21. Be aware of and comply with school policy and procedures
22. Be aware of and support difference and ensure all pupils have equal access to opportunities to learn and develop
23. Contribute to the overall ethos/work/aims of the school
24. Appreciate and support the role of other professionals
25. Attend relevant meetings as required
26. Participate in training and other learning activities and performance development as required
27. To be aware of confidential issues linked to home/pupil/teacher/school work and to keep confidences as appropriate
28. Any other curriculum duties which may reasonably be regarded as within the nature of the duties and responsibilities/grade of the post as defined, subject to the proviso that normally any changes of a permanent nature shall be incorporated into the job description in specific terms, following consultation with the Recognised Trade Unions

Note: It is expected that duties will be undertaken within contracted hours unless by agreement

Person Specification**Education and Knowledge**

- A) GCSE Level 9-4 (Grade A-C) or equivalent in English and Maths.
- B) NVQ Level 2 in Teaching and Learning or equivalent education focused qualification.
- C) Knowledge of child protection/procedures
- D) Knowledge of child development, National Curriculum teaching skills and SEN Code of Practice
- E) Knowledge of moving and handling, behaviour management practices and First Aid
- F) Experience of working as part of a team.

Experience**Personal skills and general competencies**

1. Ensure effective communication within a professional setting
2. The ability to both follow and give direction
3. To work on own initiative, when appropriate
4. Prioritise own workload alongside the wider priorities of the school team
5. Incorporate whole school ethos within working practice
6. Be pro-active in own professional development

Experience of working in a similar role is desirable but not essential as training will be given

7. Be flexible to meet with the differing requirements of the school
8. Work as part of a team and alongside other teams within school
9. To be aware of the School Improvement Plan
10. To uphold the school's positive reputation