

JOB DESCRIPTION



Job Title	Teaching Assistant – Inclusion Team
Report to	Liz Cook SENDCO
Main purpose of job:	
<p>To assist the Headteacher and teachers in the development and implementation of a programme of work and in the provision of a stable, caring and supportive learning environment which enables pupils to achieve their full learning potential and facilitates their social and moral development. The role will involve supporting pupils requiring social and emotional support.</p>	
Main Responsibilities and Duties:	
<p>Develop, maintain and apply knowledge and understanding of pupils' general and specific learning needs. To ensure that support is given to them at an appropriate level, Learning support is delivered individually and in groups through a range of tasks, mainly:</p> <ul style="list-style-type: none">• Supporting and directing literacy and numeracy tasks, clarifying and explaining instructions.• Focus support in areas needing improvement, both academic and social.• To support the social and emotional needs of pupils who may find it a challenge when engaging with learning.• Work with and support pupils to ensure they are able to use ICT and other specialist equipment to enhance their learning.• Motivate and encourage pupils to concentrate on and fulfil the tasks set.• Undertake learning activities with pupils of varying abilities to ensure differentiation and access to the curriculum.• Seek to ensure the promotion and reinforcement of pupils' self-esteem, appropriate levels of effort and behaviour and to guide pupils to become independent learners.• Contribute to the assessment of pupils' learning, in particular with regard to Literacy, Numeracy, Science and ICT skills.• Contribute to the implementation of the National and/or Foundation Curriculum and specific individual pupil targets.• Assist teaching staff in the development of learning strategies, with the provision of teaching and learning resources and in the preparation and maintenance of a safe, secure and suitable learning environment.• Assist in the development, monitoring and evaluation of programmes of work.• To upkeep data files, catalogue resources, maintain inventories, photocopy and use I.T. systems for administration and educational purposes.• Contribute to and assist in the development and monitoring of systems for review and recording of pupils' progress.• Assist in the preparation, organisation and maintenance of classrooms and their equipment, including assistance with and creation of displays, make basic visual aids, art and craft materials.• Assist in the preparation for educational visits, and where appropriate accompany students.• Attend and contribute to school staff meetings and in-service training events, within contracted hours or outside normal hours by agreement.	

- To provide care and supervision of pupils within the classroom, within the school and outside of the school.
- Supervise pupils using cloakrooms, showers and toilet facilities. Supervise pupils in playgrounds and when entering and leaving using school transport.
- Assist in the supervision of Standard Assessment Tasks and tests/assessments as directed.
- Escort pupils to parental transport as necessary.
- Assist pupils eating, in a controlled environment.
- Develop an understanding of and provide for pupils' specific personal needs to ensure a safe learning environment. This may include providing some direct personal care, support and assistance to the pupil in respect of toileting, eating, mobility and dispensing medication.
- To assume sole supervision of whole classes for short periods in the absence of the teacher, but only when it is essential for the teacher to leave a class, such as in emergency-type situations. This would not be expected in the case of inexperienced TA's.
- Under the direction of teaching staff and, where appropriate, to assist in the development of Individual Education Plans for pupils with special educational needs, complete 'P' scale and to write, update & circulate IEPs.
- To undertake a key worker role when required.
- To work with pupil groups, using a range of strategies to gain acceptance and inclusion of pupils with special educational needs.

Facts and Figures:

- This post is Monday-Friday with a start time of 8.40am.
- You will be required to undertake playground/base duties on a rota basis during break
- May be required to work Inset Days for which you will be paid on an overtime basis.

Supporting Processes

Problem solving and creativity:

- On a daily basis, within prescribed school guidelines and under the direction of the teacher, develop a range of strategies to engage individuals and groups of pupils often with differing requirements, in the experience of learning and in their personal, social, health and moral education. For example, a reward system appropriate to an individual pupil.
- Use a variety of interpersonal techniques to establish supportive relationships with pupils, parents and carers.
- There will be occasional interruptions. Deadlines will relate and be appropriate to the timetable being followed.

Decision making:

- Within the agreed school policies, guidelines and rules, decide on when and how to apply a range of strategies for the benefit of pupils in relation to their education activities, behaviour and care. These decisions often need to be made immediately to deal with the situation presented.
- Guidance is normally readily available from teaching staff and more complex or controversial decisions will be referred to a teacher.
- On occasions there will be a need to make immediate decisions, without initial referral to teachers, in relation to immediate care, control and safety of pupils with special educational or personal needs.

Physical effort and working conditions:

- A normal school environment, although the job holder may be involved in external school activities, such as swimming and educational visits.
- Most of the working day is spent standing, with periods of crouching/bending to engage pupils in activities.
- Occasionally physical effort is required in providing assistance to pupils with significant physical disability. There may be an occasional need to physically lift pupils, such as for safety or car needs and occasional unpleasant conditions relating to pupils personal hygiene needs.
- There may be occasional physical risks associated with intervention in incidents of challenging behaviour, including aggression, which are encountered with pupils who have psychological needs and/or physical disabilities.

Contacts and relationships:

- Contact with all staff in school to pass and receive information, advice, guidance, suggestions and ideas.
- Contact with Health Service professionals to provide daily support for the pupils with known medical conditions.
- Contact with parents/carers and other agency staff to provide support for pupils, such as giving feedback on pupils' progress. Such communications can be of a delicate nature depending on a pupil's particular needs.

Additional information:

- Creativity and innovation are needed to meet the special education and care needs of individual pupils, such as those with some physical disability, some emotional difficulties, occasional exhibitions of challenging behaviour, including aggression.
- Due to manual handling this post would not be suitable for anyone who suffers with a back condition.

Knowledge, skills and experience:

- Experience of working with children in an educational setting.
- Qualities required are discretion, loyalty, commitment, patience, flexibility, good personal organisation, firmness, to be numerate and literate, a team worker and to have good oral communication. Background knowledge of the Foundation and National Curriculum and Schools procedures and policies.
- Knowledge of pupils' individual targets and, where appropriate may require more specialised knowledge in specific areas and awareness of extended and higher curriculum/subject needs.
- Empathy with pupils who have additional or special educational needs. Where appropriate, to be prepared to undertake special skills training eg signing, to meet additional educational and communication needs.
- A willingness to attend courses as required to enhance the knowledge, understanding and skills to improve the level and quality of support given to pupils and teachers.
- Knowledge of legislation and regulations applicable to the support and care of pupils.
- An education standard equating to GCSE grade C in English, Mathematics and Science would be desirable, together with a qualification relevant to supporting the learning process in school.

Agreed that the Job Description is a fair and accurate statement of the requirements of the job:

Job Holder Date

Line Manager Date

Designated
Senior Manager Date

Safeguarding is everyone's responsibility - Selwood Academy is committed to safeguarding and promoting the welfare of our children and we expect all members of staff, volunteers and visitors to share this commitment.