Job Description

JOB TITLE: **Teaching Assistant SEND Level 2**

HOURS: **27.5 hours Term time only**

POST NUMBER:

Core Purpose:

- Teaching Assistants are appointed to work within the school as part of a team, under the general direction of the SENCO
- The Teaching Assistant will be a member of a multi-disciplinary team, under the leadership and development of the SENCO and the classroom teacher.
- All aspects of the job description are to be carried out within a system of supervision by qualified teachers.
- To compliment teachers' delivery of the curriculum and contribute to the development of pupils
- To provide support for pupils, the teacher and the school, in order to raise standards of achievement for all pupils

Specific Responsibilities:

Support for Students

- Attend to students' personal needs and assist with their personal care programmes.
- Undertake activities with either individuals or groups of students to ensure their safety and facilitate their physical, emotional and educational development.
- Carrying out pre-determined educational activities and work programmes whilst promoting independent learning.
- To provide assistance to children with special needs, thus enabling them to:
- Gain maximum benefit from their education
- Integrate fully with classroom activities.
- Adjust to cope with life beyond school.
- Assisting with programmes of physiotherapy, communication therapy and intervention programmes under the direction of the appropriate specialist. This may require training.
- Working with students to assist with the development of communication, reading and writing skills, basic dexterity skills, education skills and general curriculum activities, as directed by the SENCO or the class teacher.
- Monitoring individual pupils and giving feedback.
- Taking responsibility for a group of students outside of school e.g. on visits, trips and out of school activities under the supervision of the teacher.
- To develop an understanding of the needs of students in order to support them effectively
- To provide support for identified students in class. To promote and support the development of SEND student's self-reliance, self-esteem and emotional resilience
- To provide support for students at unstructured times to aid social interaction and the development of social skills
- To promote positive behaviour and relationships, using effective strategies in accordance with the school policy

- To be an initial point of contact for parent/carers.
- To contribute to implementing strategies and recommendations from external agencies
- To work in partnership with subject teachers, and to be committed to understanding and differentiating curriculum content and methods of assessment
- To provide extra-curricular support for students
- To deliver interventions and work with small groups of students
- To provide relevant feedback to subject teachers, tutor or Head of House
- To liaise with SENCO on a regular basis
- To attend team meetings
- To fully engage with training opportunities and to apply learning to improving practise
- To devise and distribute information for teachers ad parent/carers
- To maintain records as required
- To contribute to termly and annual reviews
- To assist with students' personal care plans

Support for the Teacher

- Monitoring individual student's needs and reporting to their designated supervisor as appropriate.
- Keep such records of the student's development as are required by the school
- At the teacher's direction, prepare materials and apparatus for groups and classes.
- Help the class teacher to demonstrate, e.g.-the use of scales, construction equipment, etc. and supervise groups following the demonstration of teaching points.
- Ensure that teaching resources are available at the correct time so that individual programmes of work can be carried out effectively.
- Administer routine tests and carry out routine marking of students' work.

Support for the School

- Be aware and adhere to all school policies and procedures
- To establish and maintain effective relationships and communication with staff, parents and students
- To uphold the high standards of the school in all communications
- To play a full part in the life of the school community, supporting its mission and ethos
- To engage actively in the staff review and development process
- Be aware of confidential issues linked to home/student/teacher/school work and to keep confidences as appropriate
- Attend meetings with other support staff and the SENCO to discuss issues relating to the school and other related matters.
- If required attend meetings with the SENCO, class teacher and other professionals to discuss and provide information on children's progress and to plan future development.
- If required be prepared to attend in-service sessions to further own skills and knowledge. If such sessions are beyond the normal working hours the school would consider extra payment at the appropriate rate to cover attendance at the session.
- Working to establish positive relationships with colleagues, students and parents.
- Providing informal assistance to less experienced colleagues.
- To undertake professional development
- To perform Lunchtime duties as required
- Other such duties as required by the Head teacher in accordance with responsibility

BRIDGNORTH Endowed

Person Specification

Qualifications and training

- NVQ Level 2 for Teaching Assistants or equivalent qualification or a similar level of experience.
- Minimum 'C' grade in Maths and English at GCSE or equivalent.

Experience

- Minimum 2 years' experience working with or caring for students of a relevant age in an educational setting.
- General understanding of the National Curriculum and other basic learning programmes and techniques.
- Basic understanding of child development and learning
- Awareness of inclusion and vulnerable groups in a school setting.

Knowledge and understanding relevant to the job

- The ability to provide support for all students, including those with special needs, ensuring their safety and access to learning activities.
- Promote good behaviour, dealing promptly with conflict and incidents in line with the agreed school policies.
- The ability to undertake student record keeping as requested.
- The ability to support and deliver structured and agreed learning activities.
-

Awareness of procedures relating to child protection, health, safety and security, confidentiality and data protection.

Personal qualities – The ability to:

- Establish good working relationships with students
- Act as a role model to others in school
- Provide detailed and regular feedback to teachers on students' achievements and progress
- Establish excellent communication skills, with student and colleagues
- Show patience, reliability and trustworthiness
- Demonstrate a positive approach to inclusive practice, with students and colleagues
- Demonstrate enthusiasm for working with secondary school students
- Support the use of ICT in learning activities and develop student's competence and independence in its use
- Work as part of a team, appreciating and supporting the role of other members of the team
- Support the change process; remain positive during times of change
- Be self-reflective identifying and celebrating successes and recognising areas for further development
- Be flexible