

JOB DESCRIPTION

Job Title	Specialist Teaching Assistant
Grade	Grade 3
Responsible to	Head Teacher

Job Purpose:

This role is for a teaching assistant to work in the Enhanced Learning Provision (ELP). The ELP works with children with an EHCP and a diagnosis of ASD and communication needs. The staff member would be able to work under the instruction and guidance of teaching and senior staff to undertake support programmes for a children with an EHCP. Work may be carried out in the classroom or within the small setting of the ELP.

Key Accountability:

Support for pupils:

Core Duties

- Providing particular support for pupils; including those with special needs, ensuring their safety and access to learning activities.

Additional Duties

- Setting challenging and demanding expectations and promote self-esteem and independence.
- Providing feedback to pupils in relation to progress and achievement under guidance of the teacher.
- Assisting with the development and implementation of Individual Education/Behaviour Plans and Personal Care programmes.
- Establishing constructive relationships with pupils and interacting with them according to individual needs.
- Promoting the inclusion and acceptance of all pupils.
- Encouraging pupils to interact with others and engage in activities led by the teacher.

Support for the Teachers:

Core Duties

- Being aware of pupil problems, progress and achievements and reporting to the teacher as agreed.
- When necessary supporting the teacher in managing pupil behaviour, reporting difficulties as appropriate.
- Preparing the classroom as directed for lessons and clearing afterwards and assisting with the display of pupils work.
- Undertaking pupil record keeping as requested
- Gathering, reporting information from and to parents/carers as directed.

- Promoting good pupil behaviour, dealing promptly with conflict and incidents in line with established policy and encouraging pupils to take responsibility for their own behaviour
-
- Monitoring pupils' responses to learning activities and accurately record achievement/progress as directed.

Additional Duties

- Providing clerical and administrative support, e.g. photocopying, typing, filing etc.

Support for the curriculum:

Core Duties

- Delivering learning activities to pupils within agreed system of supervision, adjusting activities according to pupil responses/needs.

Additional Duties

- Using ICT effectively to support learning activities and develop pupils' competence and independence in its use.
- Selecting and preparing resources necessary to lead learning activities, taking account of pupils' interests and language and cultural backgrounds.
- Advising on appropriate deployment and use of specialist aid/resources/equipment.

Support for the Academy:

Core Duties

- Supporting pupils in respect of local and national learning strategies e.g. literacy, numeracy, early years, as directed by the teacher.
- Supporting pupils in using basic ICT as directed.
- Supporting pupils to understand instructions.
- Preparing and maintaining equipment and resources as directed by the teacher and assisting pupils in their use.
- Using appropriate systems to support the child's communication.

Additional Duties

- Complying with and assisting with the development of policies and procedures relating to child protection, health, safety and security, confidentiality and data protection, reporting concerns to an appropriate person.
- Being aware of and support difference and ensuring all pupils have equal access to opportunities to learn and develop.
- Contributing to the overall ethos/work/aims of the Trust.
- Establishing constructive relationships and communicating with other agencies/professionals, in liaison with the teacher, to support achievement and progress of pupils.
- Delivering out of school learning activities within guidelines established by the Academy, such as educational visits.
- Attending relevant meetings as required.
- Participating in training and other learning activities and performance development as required.
- Assisting with the supervision of pupils out of lesson times, including before and after school and at lunchtimes.
- Contributing to the overall ethos/work/aims of the school.
- Appreciating and supporting the role of other professionals.

Safeguarding commitment

STEP Academy Trust is committed to safeguarding and promoting the welfare of children and young people and expects all staff and volunteers to share this commitment. An enhanced DBS check is required for this post.

Personal Development

Maintain a commitment to your own professional development. Be aware of changing employment legislation, new developments and innovations through the use of publications, internet and other resources. Stay informed about relevant changes and emerging themes within the sector.

Commitment to Equality and anti-racism

STEP Academy Trust has a strong commitment to achieving equality of opportunity in its services to the community and in the employment of people. It expects all employees to understand, comply with and to promote its policies in their own work, to undertake any appropriate training and to challenge racism, prejudice and discrimination.

Commitment to Diversity

Take individual and collective professional responsibility for championing the Trust's anti-racism agenda and proactively implementing initiatives which secure equality of access and outcomes. Also to commit to continually developing personal understanding of diversity.

Green Statement

Seek opportunities for contributing to sustainable development of the Trust, in accordance with the Trust's Green Commitment. In particular, demonstrate good environmental practice such as energy efficiency, use of sustainable materials, sustainable transport, recycling and waste reduction.

Data Protection

To be aware of the Trust's responsibilities under the Data Protection Act 2018 and GDPR and ensure compliance.

Confidentiality

You are expected to treat all information acquired through your employment, both formally and informally, in strict confidence.

Health & Safety

Every employee is responsible for their own Health & Safety, as well as that of colleagues, service users and the public. Employees should co-operate with management, follow established systems of work, use protective equipment where necessary and report defectives and hazards to management.

The post holder may be required to perform other than these duties given in the job description. The particular duties and responsibilities attached to posts may vary from time to time without changing the general character of the duties or the level of responsibility. The job description is not a comprehensive statement of duties but sets out the main expectations of the Trust.

PERSON SPECIFICATION

Job Title: Specialist Teaching Assistant

Category	Essential	Desirable	Assessed by: Application	Assessed by: Interview	Assessed by: Task
Qualifications & Experience					
A qualification in English/literacy and mathematics/numeracy, equivalent to at least NVQ Level 3	√		√	√	
Experience of supporting children with complex needs, including children who may need to use alternative communication methods ie. AAC/makaton		√			
High level of organisational skills and an ability to take on new things	√		√	√	
Use basic technology – computer, video and photocopier	√		√	√	
Work constructively as part of a team, understanding classroom roles and responsibilities and your own position within those.		√	√	√	
An equable temperament and good sense of humour		√	√	√	
Ability to work effectively under pressure		√	√	√	
Work effectively with parents and the wider community	√		√		
Knowledge & Understanding					
Specialist knowledge and experience e.g. in behaviour management, pastoral care, early years, special educational needs or individual subject areas.	√		√		
Understanding and adhering to the academy's policies on child protection and safeguarding.	√				
Knowledge of a range of strategies to establish a purposeful learning environment and to promote good behaviour.	√		√	√	
Understanding of Speech, Language and Communication needs to support the learning and development of children with these needs.	√		√	√	
Skills & Abilities					
Ability to evaluating pupils' progress through a range of assessment activities and to monitor and record their progress.	√		√	√	

Ability to self-evaluate learning needs and actively seek learning opportunities.	√		√	√	√
Ability to work collaboratively with colleagues, understanding classroom roles and responsibilities and your own position within these.	√		√	√	
Special conditions					
An enhanced DBS disclosure	√		√		
Willing to undertake first aid training and maintain a valid first aid certificate	√		√	√	
Good time keeping and attendance	√		√	√	