

JOB ACCOUNTABILITIES AND PERSON SPECIFICATION

Job Title: Teaching Assistant	Job number / Grade RBWM – Scale 3 Spinal Point from £20,760- £21,175 Pro rata- Term Time where applicable
Directorate: Education	35 hours Full time 5 days a week

JOB PURPOSE

To ensure a safe environment for students and staff in accordance with statutory and school guidelines. Responsible for providing a full support service to students with learning difficulties to enable them to access the National Curriculum.

POSITION WITHIN UNIT STRUCTURE

Reports to the SEN Co-ordinator. Whilst in the classroom will operate under the direction of the classroom teacher

JOB ACCOUNTABILITIES

- Promote and safeguard the welfare of all students in accordance with DCSF guidelines and comply with the same.
- Under the direction of the SENCo, provide support to individual students/small groups of students in the completion of a wide range of learning activities including reading, writing, mathematics, so that they achieve/complete the task for that session.
- Provide support in such a way as to facilitate student's independent learning, by explanation, encouragement etc.
- Provide support in whole group sessions, working with small groups or individuals, preparing resources, discussing progress etc.
- Support the delivery of structured programmes such as Additional Literacy Support (ALS), Springboard, Booster, PAT, Individual Education Plans (IEP's) and Educational Health and Care Plans (EHCP)
- Influence the behaviour of students in the group by reinforcing standards set within the school's behaviour policy.
- Assist with assessment and monitoring the progress of students to enable staff to establish levels of competency and identify individual or group targets.
- Undertake lunchtime controller duties, supervising the activities of students in the playground and school hall.
- Undertake First Aid duties in line with qualification/training received and act in line with the school's accident/incident policy.
- Perform duties in line with Health & Safety rules and to take remedial action where hazards are identified. Where hazards are serious report to line manager immediately.

If working with a statemented student:

- In line with the agreed special needs/IEP and other specialist plans e.g. occupational therapy/speech therapy provide one to one support to a student in the classroom so that they work productively towards achieving/completing the task for that session. This will involve understanding the learning objectives of the activity. This can include working with small groups which include a student with special needs.
- Contribute to the student's personal development/action plan, so that it meets their identified needs, by working with other professionals.
- Assist pupils with Physical Impairment with regards to personal, intimate care, movement around the school and eating.
- Attend meetings with teachers and other specialist professionals and provide information on individual cases to enable action plans to be prepared.

Person Specification – Essential

- Basic level of literacy and numeracy
- Ability to relate sympathetically to children.
- Understanding of the educational objectives of the school.
- Commitment to training/development of knowledge

Person Specification – Desirable

- At least 2 years' experience of working with/interacting with children
- LSA training (4day in-house)
- Has attended training in programmes of learning such as ALS/ELS/PAT/Springboard, IEP's, areas of special needs etc
- Understanding of child protection issues
- First Aid training

Post holder's signature _____ Name _____ Date _____

Manager's signature _____ Name _____ Date _____

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