



**Job Title: Specialist Resource Provision Teaching Assistant**

**Pay grade – H4**

**Purpose of the role:** To work under the instruction and guidance of teaching and senior staff to undertake a support program, to enable access to learning for pupils within a Special Resource Provision learning environment. Learning will be carried out both inside the Specialist Resource Provision and in the mainstream classroom.

**Responsibilities:**

- To be an active and effective member of the SRP team.
- Support learning for pupils placed in the provision, under the direction of a specialist teacher, the SENCO or class/subject teacher.
- Develop a good understanding of the specific needs of pupils placed in the specialist resourced provision, including their individual targets.
- Support pupils' learning in the provision and their mainstream classrooms so that they improve in independence, progress and attainment.
- Help pupils develop their personal, emotional, and social skills, implementing behaviour support plans and delivering pastoral care as agreed with the SRP team.
- Develop supportive relationships with pupils and individualised approaches.
- Maintain an appropriate learning environment to meet the needs of pupils placed in the SRP.
- Support the production and organisation of resources within the SRP in order to promote quality and independent learning
- Understand the personal, social and emotional needs of pupils and their impact on behavioural challenges.
- Provide supportive feedback to pupils under the guidance of the SRP team lead/SENCO or teacher.
- Provide personal care (e.g. toileting, nappy changing, dressing and feeding, medication) as required.

**Teachings Assistants in this role may also undertake some or all of the following:**

- Record basic pupil data
- Support children's learning through play
- Assist with break-time and lunch time supervision including facilitating games and activities
- Assist with escorting pupils on educational visits
- Support pupils in using basic ICT
- Invigilate exams and tests
- Assist pupils with eating, dressing and hygiene, as required, whilst encouraging independence.

<b>Knowledge:</b> NVQ level 1 (or equivalent) Basic knowledge of ICT Awareness of Health, wellbeing and safety Awareness of keeping children safe Awareness of Data protection and confidentiality Basic knowledge of First Aid Understanding of the Schools ethos and values Secure understanding of how to support children with SCLN difficulties – e.g use of PECs Secure understanding of how to support children with ASD Experience of supporting pupils with SEN	<b>Competencies:</b> Communication (written and verbal) Problem Solving Active Listening Team working Motivation
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This post is classed as having a high degree of contact with children or vulnerable adults and is exempt from the Rehabilitation of Offenders Act 1974. An enhanced disclosure will be sought through the DBS as part of Hertfordshire County Council's preemployment checks. **A NEW DBS WILL BE CARRIED OUT EVERY THREE YEARS.** Please note that additional information referring

to the Disclosure and barring Service is in the guidance notes to the application form. If you are invited to an interview you will receive more information.

This role will be reviewed annually as part of the PMD process

The duties and responsibilities listed above describe the post as it is at present. The post holder is expected to accept any reasonable alterations that may from time to time be necessary.

Signed ..... Date .....

Print Name .....