**Role:** **Teaching Assistant - special needs support**

**Grade:** **H2/H3**

**Main purpose**

To support the class teacher in providing educational assistance to pupils with learning difficulties, helping to reduce barriers to learning and promote inclusion and achievement.

**Key responsibilities**

- Helping to implement planned learning activities within the classroom as agreed with the teacher, adjusting activities according to pupils' understanding and responses as appropriate.
- Participate in planning and evaluation of learning activities with the teacher.
- Where necessary and alongside the class team help to create individual behaviour plans for pupils in need of additional support.
- Support the teacher in monitoring, assessing and recording pupil progress.
- Support learning by arranging and providing resources for lessons and activities under the direction of the teacher.
- Understand and support independent learning and inclusion of all pupils as required.
- Where necessary aiding pupils' with their personal needs, encouraging them to become as independent as possible.
- Administer medication in accordance with an agreed plan following appropriate training.
- Update pupil records.
- Assist with break/lunch-time supervision.
- Assist with escorting pupils on offsite learning and to swimming lessons.

**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.**

**Job Context**

- The jobholder is one of a team of teachers and assistants who support the learning of pupils. Flexibility by all staff is important in order to meet the varied needs of pupils.
- Responsible for the supervision of practical activities of individuals or small groups of pupils under the direction of a teacher.
- Provide assistance to pupils on social, welfare and health matters (toileting/ dressing) and supporting the teacher on behaviour management of pupils.

**Knowledge, Skills & Abilities**

- Requires knowledge and procedures for supporting and leading learning activities.
- Resolves problems in relation to providing learning activities. May contribute to planning of activities for the session, day or week.
- Communicates with pupils to support learning and development and encourage acceptable behaviour.
- Knowledge and compliance with school policies and procedures relevant to child protection and health and safety, confidentiality and data protection; and report all concerns to an appropriate person.

**Supervision**

- Works under the direction of the teacher.
- No supervision of staff but may demonstrate own duties to new or less experienced staff.
- The jobholder is managed by the Head of Department but may work with several teachers. The jobholder works under the day-to-day direction and supervision of the teacher to whom he/she is assigned.

**Problems, Demands & Decisions**

- Working with individuals or small groups of pupils where work can be interrupted although this does not normally require switching from one activity to another.
- Exposure to emotionally demanding behaviours and situations as a result of attending to pupils' personal needs and assisting with behaviour management, or through working with pupils with learning difficulties and behavioural issues.

**Dimensions**

- May handle small amounts of cash for example, when accompanying pupils on school trips.
- Responsible for the careful and safe use of equipment, standard ICT equipment and other equipment in use will likely be for short term use to aid teaching and learning.
- Responsible for maintaining confidential pupil records.

**Physical Effort**

- May require short periods of greater physical effort in aid of pupils or assisting in physical activities.
- Assembly and clearing away of equipment in the classroom, kitchen areas or around the school.

**Working Environment**

- Work is normally carried out in the classroom or similar environment
- May require attending to the personal needs of pupils

**Contacts**

- The jobholder works with teachers and pupils and is likely to also have contact with parents, carers and visiting professional staff.

**Additional information**

- The jobholder is required to contribute to and support the overall aims and ethos of the school.
- All staff are required to participate in training and other learning activities, and in performance management and development, as required by the school's policies and practice.

# TEACHING ASSISTANT PERSON SPECIFICATION

| Essential | Desirable |
|---|---|
| ➢ Experience of working with or caring for children in a school environment<br>➢ Ability to support pupil access to the curriculum<br>➢ Good numeracy and literacy skills<br>➢ Basic Skills in ICT<br>➢ Good interpersonal skills<br>➢ Able to establish positive working relationships with pupils<br>➢ Ability to work in a team<br>➢ A willingness to support pupils in a variety of environments including the swimming pool<br>➢ Ability to use one's initiative<br>➢ To be flexible and willing to work in any area of the school<br>➢ A flexible approach to work in order to support the needs of the pupils | ➢ Experience of working with or caring for children with special educational needs<br>➢ First Aid Qualification<br>➢ A clean driving licence, willingness to take an HCC test in minibus driving to escort pupils on offsite learning<br>➢ Ability to supervise individuals and small groups of pupils engaged in various curricular activities<br>➢ Working at NVQ level 2 in supporting teaching and learning or equivalent; may be working towards NVQ level 3 and/ or national occupational standards |