Job Description		
Title **TEACHING ASSISTANT – SPECIAL SCHOOL** **(**previously grade 1 qualified /grade 2 unqualified) **A 3 scp 14 - 18**	***School:***	***Post Ref*** **Add Ref** **Profile Learning Support 3c SPE**
Job Purpose To work under the instruction/guidance of teaching/senior staff to undertake work/care/support programmes, to enable access to learning for pupils identified as having severe learning difficulties including complex and multiple special education needs and those with challenging behaviour, in a range of different learning situations and settings. Work may be carried out in the classroom or outside the main teaching area.		

Key Responsibilities

1. Supervising and providing particular support for pupils, including those with special needs, ensuring their safety and access to learning activities
2. Planning and providing practical assistance in relation to identified physical needs
3. Assisting with the development and implementation of Individual Education/Behaviour Plans and Personal Care programmes
4. Establishing a constructive relationship with pupils and interacting with them according to individual needs
5. Promoting the inclusion and acceptance of all pupils
6. Encouraging pupils to interact with others and engage in activities led by the teacher
7. Setting challenging and demanding expectations and promoting self-esteem and independence
8. Providing feedback to pupils in relation to progress and achievement under guidance of the teacher
9. Creating and maintaining a purposeful, orderly and supportive environment, in accordance with lesson plans and assist with the display of pupils' work
10. Using strategies, in liaison with the teacher, to support pupils to achieve learning goals
11. Assisting with the planning of learning activities
12. Monitoring pupils' responses to learning activities and accurately recording achievements/progress as directed
13. Providing detailed and regular feedback to teachers on pupil's achievement, progress, problems etc.
14. 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
15. Establishing constructive relationships with parents/carers

16. Administering routine tests and invigilating exams and undertaking routine marking of pupils' work
17. Working with and acting upon guidance provided by teachers and other professionals such as Inclusion Services, Speech Therapists, Physiotherapists, Occupational Therapists, Moving and Handling Specialists
18. Providing clerical/admin support e.g. photocopying, typing, filing, money, administer coursework etc
19. Assisting the teaching staff in the smooth transition between educational phases
20. Undertaking structured and agreed learning activities/teaching programmes, adjusting activities according to pupil responses
21. Undertaking programmes linked to local and national learning strategies e.g. literacy, numeracy, early years recording achievement and progress and feeding back to the teacher
22. Supporting the use of ICT in learning activities and developing pupils' competence and independence in its use
23. Preparing, maintaining and using equipment/resources required to meet the lesson plans/relevant learning activity and assisting pupils in their use
24. Assisting with the supervision of pupils out of lesson times, including before and after school and at lunchtimes
25. Accompanying teaching staff and pupils on visits, trips and out of school activities as required and taking responsibility for a group under the supervision of the teacher
26. You are expected to meet the health needs of children including the administration of medication, health care procedures and intimate and personal care. Full training is given

General Responsibilities

27. Be aware of and comply with school policy and procedures
28. Be aware of and support difference and ensure all pupils have equal access to opportunities to learn and develop
29. Contribute to the overall ethos/work/aims of the school
30. Appreciate and support the role of other professionals
31. Attend relevant meetings as required
32. Participate in training and other learning activities and performance development as required
33. To be aware of confidential issues linked to home/pupil/teacher/school work and to keep confidences as appropriate
34. Any other curriculum duties which may reasonably be regarded as within the nature of the duties and responsibilities/grade of the post as defined, subject to the proviso that normally any changes of a permanent nature shall be incorporated into the job description in specific terms, following consultation with the Recognised Trade Unions

Note: It is expected that duties will be undertaken within contracted hours unless by agreement

Person Specification	
Education and Knowledge A) Good literacy and numeracy skills gained from general education to GCSE 'O' level/NVQ level 2 standard or equivalent together with a knowledge of child protection/procedures, knowledge of child development, SEN Code of Practice; knowledge of moving and handling; knowledge of First Aid, experience of working as part of a team. B) Good literacy and numeracy skills together with NVQ level 3 for Teaching Assistants or equivalent qualifications, or be working towards NVQ level 3 for Teaching Assistants, experience of supporting children in a classroom environment and a general understanding of the National Curriculum requirements and other basic learning programmes/strategies; knowledge of First Aid, experience of working as part of a team.	***Personal skills and general competencies***
Experience	