

SOMERVALE SCHOOL	
JOB DESCRIPTION (role linked to specific students EHCP)	
POST TITLE: TEACHING ASSISTANT – LEVEL 2	GRADE: Grade P
RESPONSIBLE TO: SENDCO/ASSISTANT HEADTEACHER	
DATE: September 2017 (or before if available)	

1. JOB PURPOSE

To work under the instruction/guidance of teaching/senior staff to undertake work/care/support programmes, to enable access to learning for specified student and to assist the class teacher in the management of the students learning in and outside of the classroom.

2. MAIN DUTIES AND RESPONSIBILITIES

Support for Student

1. Attend to the students' personal needs, and implement related personal programmes, including social, health, physical, hygiene, first aid and welfare matters, as appropriate.
2. Supervise and support student ensuring their safety and access to learning.
3. Assist with the development and implementation of the Individual ECHP programmes.
4. Establish constructive relationships with the student, act as a role model, and interact with them according to individual needs.
5. Promote the inclusion and acceptance of all students'.
6. Encourage the student to interact with others and engage in activities led by the teacher.
7. Set challenging and demanding expectations and promote self-esteem and independence.
8. Provide feedback to the student in relation to progress and achievement under guidance of the teacher.

Support for Teacher

9. Create and maintain a purposeful, orderly and supportive environment, in accordance with lesson plans and assist with the presentation of the student work.
10. Be aware of student problems/progress/achievements and report to the SENDCO as agreed.
11. Assist with the planning of learning activities.

12. Monitor the student responses to learning activities and accurately record achievement/progress as directed.
13. Provide detailed and regular feedback to teachers on the student achievement, progress, problems etc.
14. Promote good student behaviour, dealing promptly with conflict and incidents in line with established policy and encourage the student to take responsibility for their own behaviour.
15. Gather/report information from/to parents/carers as directed.
16. Administer routine tests and invigilate exams and undertake appropriate marking of the students' work.
17. Provide clerical/admin support for learning e.g. photocopying, word processing, filing etc.

Support for the Curriculum

18. Undertake structured and agreed learning activities/teaching programmes, adjusting activities according to the student's responses.
19. Support the use of ICT in learning activities and develop the students' competence and independence in its use.
20. Prepare, maintain and use equipment/resources required to meet the lesson plans/relevant learning activity and assist students in their use.

Support for the School

21. Be aware of and comply with policies and procedures relating to child protection, health, safety and security, confidentiality and data protection, reporting all concerns to an appropriate person.
22. Be aware of and support difference and ensure all students have equal access to opportunities to learn and develop.
23. Contribute to the overall ethos/work/aims of the school.
24. Appreciate and support the role of other professionals.
25. Attend and participate in relevant meetings as required.
26. Participate in training and other learning activities and performance development as required.
27. Assist with the supervision of students out of lesson times, including before and after school and at lunchtimes.
28. Accompany teaching staff and students on visits, trips and out of school activities as required and take responsibility for a group under the supervision of the teacher.
29. To undertake other relevant duties allocated at the discretion of the classroom teacher, Headteacher or other designated supervisor.

3. QUALIFICATIONS AND EXPERIENCE

Essential

Should be able to demonstrate a reasonable standard of education with proficiency in literacy and numeracy to GCSE level or equivalent.

All applicants should also have experience of working with or caring for children of a relevant age in either a paid, voluntary or domestic environment and will need to be able to show an understanding of child development and a wide range of issues concerning their education and welfare.

An ability to relate well to both children and adults.

Be able to demonstrate experience of using a number of strategies whilst working with a range of children with complex needs and take responsibility for delivery of an educational programme under general supervision only.

To work constructively as part of a team, understanding classroom roles and responsibilities and your own position within these **AND**

either NVQ 2 for Teaching Assistants or equivalent qualification or experience plus completion of the DfES Teacher Assistant Induction Programme

or have a minimum 3 years relevant satisfactory experience as a Teaching Assistant/Learning Support Assistant demonstrating a relevant skill level plus a willingness to undertake the DfES Teacher Assistant Induction Programme.

Desirable

Appropriate knowledge of general first aid.

Ability to effectively use ICT to support learning and use of other equipment technology i.e. computer, video, photocopier.

Training in the relevant learning strategies e.g. literacy.

General understanding of national/foundation stage curriculum and other basic learning programmes/strategies/codes of practice.

Ability to self-evaluate learning needs and actively seek learning opportunities.

Somervale School 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 Criminal Records Bureau Certificate and ISA Registration is required prior to appointment.

Post Holder:

Name:

Signature: _____

Date: _____

Line Manager:

Name:

Signature: _____

Date: _____