



## Howden School

### Teaching Assistant Level 2

30 hours per week, term time only  
Point 14, £16,481 pro rata

To work within a highly skilled team of teaching assistants providing support and intervention strategies to meet the needs of SEN students and those with other barriers to learning at Howden School. Work will be a combination of in-class support and the teaching of individual students through indirect teacher-led programmes. Teaching assistants are attached to subject areas and will be directed during that time by the Head of Department (or designated member of staff).

#### Main duties

- To develop an understanding of the specific needs of the student(s) to be supported taking into account the type of support involved.
- Undertake activities with either individuals or groups of students to facilitate their physical, emotional and educational development through indirect teacher-led programs outside the classroom.
- To provide support for individual students or groups of students inside the classroom to enable them to make appropriate progress
- To provide feedback about the students to the class teacher.
- To participate in the implementation and evaluation of the support programmes.
- To contribute to the review of students' progress either verbally, in writing or through attendance at review meetings.
- To respond to requests of information from external agencies and work with professionals from external agencies when necessary.
- To assist in the maintenance and ordering of resources or equipment and assist in the management of the student support centre in liaison with colleagues.
- To carry out administrative tasks as directed by your line manager.
- To administer personal care, therapy programmes or minor first aid (where trained), assisting in the dispensation or administration of medically prescribed controlled drugs for some individuals.
- To assist with the lunch and break time supervision of students.
- To attend department meetings, staff meetings and teacher training days as appropriate.

**To perform such duties as reasonably correspond to the general character of the post and are commensurate with its level of responsibility including carrying out additional tasks as required.**

Holders of this post are expected to be highly professional in their dealings with students, teaching and non-teaching staff and parents. Due to the nature of the student needs, a high level of confidentiality is required.

#### Review, Performance Management and Development

The roles and responsibilities of the post holder will be reviewed periodically and form part of the agreed framework of performance management. The tasks and targets which arise from the role will be monitored and amended in light of changing needs of the school and in order to provide further opportunities for the professional development of colleagues.