OVERTON GRANGE SCHOOL

**TEACHING ASSISTANT**

# POST

**Title of Post:**  Teaching Assistant (SEND)

**Full or Part Time** 32.5 hours per week – term time + 1 week (INSET days)

**Permanent/** Permanent

**Temporary**

**Grade:** APT & C 3/4 (scp 14-21)

 £20,007 to £22,425 (FTE)

 £15,378 to £17,236 (actual)

**Commencement Date:** As soon as possible

**Equal Opportunities:** Overton Grange School is committed to Equal Opportunities.

# APPOINTMENTS PROCEDURE

**Closing Date** 12 October 2018\*

 Completed applications should be returned to Linda Owens, PA to Headteachers/HR Officer, at the school.

**Interview Date:** To be confirmed. \*We reserve the right to interview and appoint before the closing date should a suitable candidate apply.

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# JOB DESCRIPTION

**PURPOSE OF JOB**

To work under the instruction/guidance of the SENDCO and support teaching staff to enable access to learning for SEND students and to assist the teacher in the management of SEND students in the classroom. Work may be carried out in the classroom or outside the main teaching area.

**SPECIFIC DUTIES**

**Support for students**

1. Supervise and provide support for SEND students ensuring their safety and access to learning.
2. Assist with the development and implementation of Individual Education/Behaviour/ Personal Care plans – which may include hygiene and welfare needs.
3. Establish good relationships with students, acting as a role model and being aware of and responding appropriately to individual needs.
4. Promote the inclusion and acceptance of all students.
5. Encourage students to interact with others and engage in activities led by the teacher
6. Encourage students to become independent and promote self-esteem
7. Provide feedback to SEND students/teachers/SENDCO in relation to progress and achievement.
8. Support small groups of SEND students as appropriate and as directed by the teacher/SENDCO.
9. Invigilate in tests and exams, providing support as is required for individual SEND students.
10. Act as a named key worker for individual SEND students.

**Support for teacher/SENCO**

1. Create and maintain a purposeful, orderly and supportive environment for the SEND students following liaison with classroom teacher.
2. Be aware of student’s personal problems/ progress/ achievement and report to the teacher/SENDCO as agreed.
3. Undertake the SEND student’s record keeping as requested
4. Provide feedback to teachers on the SEND student’s achievements, progress, difficulties etc.
5. Promote good student behaviour in line with school policies and encourage students to take responsibility for their own behaviour.
6. Gather/report information from/to parents/carers as required.
7. Provide admin support as requested – e.g. photocopying, filing, ordering resources.

**Support for the curriculum**

1. Undertake structured and agreed learning activities/teaching programmes, adjusting activities according to the student’s needs/responses.
2. Undertake programmes linked to local and national learning strategies, eg literacy, numeracy, KS3/4/5 recording achievement and progress and feeding back to the teacher.
3. Assist SEND students to understand instructions.
4. Prepare and maintain equipment/resources for use by SEND students as directed by the teacher/SENDCO and assist the student in their use.
5. Support the use of ICT in learning activities and develop students’ competence and independence in its use.

**Support for the school**

1. 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.
2. Be a\ware of and support difference and ensure all students have equal access to opportunities to learn and develop.
3. Contribute to the overall ethos/work/aims of the learning development department.
4. Appreciate and support the role of other professionals.
5. Attend and participate in relevant meetings as required – annual reviews. Child and Family Support meetings etc within contracted hours.
6. Participate in training and other learning activities and performance development as required within contracted working hours.
7. Assist with the supervision of students out of lessons – e.g. lunchtime and after school activities, within contracted working hours
8. Possibly accompany staff and students on visits, trips and out of school activities as required under the direction of the teacher

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# PERSON SPECIFICATION

The person specification shows the abilities and skills you will need to carry out the duties in the job description.

**Experience/Education**

Relevant qualifications would be an advantage. A qualification in Signing is desirable.

Experience of working with children with special educational needs and/or disabilities

**Abilities, Skills, Knowledge**

1. Able to assist the teacher in charge with social, cultural, physical care and the well being of students with special educational needs and or disabilities (SEND).
2. Able to respond to the difficulties of students, providing help and support when and where necessary as directed by the teacher.
3. Able to support activities appropriate to the student's age and stage of development as directed by the Head of Learning Development (SENDCO) and the class teachers.
4. Able to participate in the preparation and supervision of activities with the teacher.
5. Able to keep records and write reports on the student's developments as directed by the Head of the Learning Development Department
6. To have an understanding of the need for confidentiality when working with individual students.
7. The ability to work as part of a team.
8. Awareness of Health and Safety and Fire Regulations when in control of students and when setting up the environment for the students.
9. Able to adhere to the Council's Equal Opportunities Policy.
10. Able to work within the framework of all school policies.

**Staffing:**

\*Assistant Headteacher - Head of Learning Support (incorporating the role of SENDCO and Head of HI and EAL Departments)

Learning Support Assistant (Administrative role).

Deputy SENDCO

A Large and diverse team of skilled Teaching Assistants/Team Leaders/HLTA/EAL Teacher.

**The Department:**

The Learning Support Department includes all students with SEND, the HSO Base at Overton Grange and students who are EAL. It has designated classrooms for withdrawal support lessons and target group work, located next to the Learning Support office.

The Department offers in class support to students on the SEND register, mainly students with ECHP (approximately 14) but also at K (additional support) and A (monitoring).

Overton Grange has a very strong commitment to and positive reputation for successful inclusion of all students which is built on good communication with colleagues and parents. The department takes an active part in Parents’ Evenings and in getting to know the students well, as Teaching Assistants work as Key workers/ Mentors, run homework and social clubs at lunch time, after school and attend meetings and Annual Reviews. The SENDCO works with a range of external agencies that support our students including the EP, Speech and Language support, CAMHS, Physiotherapists, Visual Impairment Service and ASD service.

The Learning Support Department is committed to learning, which is modelled by the staff who work across the curriculum, age and ability range. This demands great flexibility and above all dedication to seeing the students meet their individual potential, equipped with the skills for life outside of Overton Grange. The department offers withdrawal Literacy and lessons at KS3 and 4 and at KS4 offers support options to provide a differentiated curriculum.

**September 2018**