CURRICULUM SUPPORT FACULTY - JOB DESCRIPTION

Post Holder:

Post Title: Teaching Assistant

Post Responsible to: Director of Curriculum Support through the Curriculum Support Manager

Salary Scale: ATP&C - Scale 2

Main purpose of the post:

To work as part of the Curriculum Support Faculty in supporting students with special needs and disabilities into mainstream classes and with bespoke personalised provision. The TA may work with and receive instructions from the Director of Curriculum Support, Teachers, Curriculum Support Manager and other professionals. The post covers all areas with regard to provision and access for students at Priestnall School. TAs are expected to support students' cognition and learning; social, emotional and mental health; medical sensory and physical and communication and interaction needs, as directed by the Director of Curriculum Support through the Curriculum Support Manager.

Main Duties:

In relation to the students:

1. To develop an understanding of the SEND of the student/s concerned.
2. To take into account the students SEND and ensure their access to the lesson and its content through appropriate clarification, explanations, equipment and materials.
3. To help them record work in an appropriate way.
4. To develop study and organisational skills.
5. To help keep the students on task and to build motivation.
6. To help reinforce learning.
7. To help build the students confidence and self-esteem.
8. To encourage the inclusion of the student/s within the class and the wider school community.

9. To undertake medical training and to provide medical support as required.
10. To administer medication as per medical instruction as and when required.
11. To administer physiotherapy and occupational therapy programmes with students, under the direction of the physiotherapy service and occupational service.
12. To support students with their personal care – assistance with toileting and support for eating food at breaks and lunchtimes.
13. To assist students with changing for PE and other activities.
14. To support the emotional and mental health needs of students, in line with school policies.
15. To undertake assessments of students and administer tests under the supervision of a teacher.
16. To support primary transition and year 7 LC Groups, as required under the direction of the Curriculum Support Manager.
17. To follow the SMSC Learning coordinator activities with students in LC time and throughout the work across the school.
18. To provide emotional support for students and support additional programmes and therapy offered.
19. To work with students on Deep Learning Days and support students during examinations and internal assessments.
20. To scribe, amanuensis and invigilation for external examinations, under the direction of the Examination Officer through the Curriculum Support Manager and the Access and Assessment Assistant.
21. To supervise and support students at break time, lunchtime and afternoon registration, as required.
22. To support individualised programmes for students who are on reduced or flexi timetables.
23. To support students individually through specific intervention, as required.

In relation to outside agencies and other professionals, including Annual Reviews:

1. To liaise with outside agencies and attend meetings and training as required.
2. To provide written reports for Annual Reviews and meetings, as required.
3. To complete daily Record of Work sheets to support the tracking of students and identify areas for additional support.

In relation to the teachers:

1. To support the teacher in the development and the presentation of the students individual programme.
2. To have clear lines of communication with the students teacher.
3. To have formal meetings with teachers to enable planning and preparation for lessons, where time permits.
4. Where appropriate, to act as liaison between students and the teacher.
5. Involvement in keeping records and evaluation of students programmes.

In relation to the school:

1. To assist in Educational Visits, including Residential Trips, for students with additional needs and other whole school events.
2. To support whole school events and educational visits for all students of the school.
3. To work as part of the team in relation to individual students, liaising, advising and consulting where appropriate.
4. To be aware of school policies and procedures, including those relating to confidentiality and safeguarding.
5. To identify personal in-service needs and to attend appropriate internal and external in-service training.
6. Any other tasks as directed by the Headteacher which fall within the purview of the post.

We reserve the right to review and change the job description, in consultation with the postholder, dependent on the changing circumstances of the school.

Signed: Signed:

Teaching Assistant Director of Curriculum Support

Date: June 17