



OAKLANDS SCHOOL

TEACHING ASSISTANT (Learning Support and SEN)

Salary Scale:	GLPC Scale 3 (Points 5-6) Term Time Only 39 weeks per year 27 hours per week
Salary Range:	£30, 120 - £30, 552 per annum pro rata Actual salary payable £20, 075 – £20, 363 per annum
Responsible to:	SENCO, Classroom Teacher

JOB DESCRIPTION

Purpose of Job

To provide support to the learning of children within the school whatever their particular need and to provide effective learning support to the classroom teacher.

1. Supporting the Pupil

- Drawing on knowledge of various forms of learning/special needs, to develop an understanding of the specific needs of the child/ren concerned.
- Taking into account the special needs involved, to aid the child/ren to learn as effectively as possible both in group situations and his/her own by, using the following as appropriate:
 - clarifying and explaining instructions
 - ensuring the child is able to use equipment and materials provided
 - motivating and encouraging the child as required
 - assisting in weak areas eg. language, behaviour, reading, spelling, handwriting/presentation etc
 - helping pupils to concentrate on and finish work set
 - meeting pupils needs as indicated in the IEP/language targets whilst encouraging independence
 - liaising with class teacher to devise complementary activities

- To establish a supportive relationship with the child/ren concerned
- To encourage the acceptance and integration of the child with special needs within the school community
- To develop methods of promoting/reinforcing children's self esteem
- Supporting the student with personal needs as required by the individual child/young person. This may include help with social welfare, care and health matters, including toileting, dressing, mobility etc.
- To involve pupils in decision making about their programme of support wherever possible.

2. Supporting the Teacher

- To assist, with the class teacher (parents and pupils wherever possible, and other professionals as appropriate), in the development of a suitable programme of support for child/ren with learning/special needs
- In conjunction with the class teacher and/or other professionals to develop a system of recording progress
- To contribute to the maintenance of progress records
- To participate in the evaluation of the support programme
- To provide regular feedback about the child to the appropriate staff

3. Supporting the School

- Where appropriate, to develop a relationship to foster links between home and school
- To liaise, advise and consult with the other members of the team supporting the child/ren when asked to do so
- To contribute to reviews of pupil progress
- To be aware of and promote the school policies and procedure
- To maintain appropriate confidentiality

4. Additional Specific Duties

- In addition to the general duties of the Teaching Assistant, the postholder will be required to:
- Support disabled students and to oversee the evacuation process for disabled students in the event of an emergency
- The postholder will liaise with school transport when necessary and to ensure that students are escorted to the school bus/transport as required
- In conjunction with the SENCO, liaise with the Local Authority School Transport in the event of the transport being delayed and remain with disabled students.

Other General Duties

- To carry out any other duties commensurate with the grading of the post as requested, in the most effective, efficient and economic manner available.
- To attend full staff, departmental and other meetings with staff working groups as requested.

- Participate in training and other learning activities and performance management and development as required.
- To comply with health and safety responsibilities as part of performing the role
- To have an understanding of the challenges and opportunities that relate to the changing needs of a maintained secondary school.
- Contribute to the overall ethos / work / aims of the School.
- Equal Opportunities: Be aware of and support difference and ensure equal opportunities for all.
- Support: Appreciate and support the role of other professionals.

The job description and Person Specification is not exhaustive and is subject to alteration in discussion with the post holder.

SELECTION CRITERIA

- Education to at least Level 4 GCSE in English and Maths
- NVQ level 2/3 in childcare
- An interest in and understanding of special educational needs in the widest sense
- The ability to relate to and supervise children who need additional help
- Good literacy, numeracy and oral skills
- An awareness and understanding of child protection issues
- The ability to observe confidentiality
- The ability to communicate with parents and to liaise with professionals
- The ability to work as part of a team
- The ability to keep written records
- Willingness to participate in INSET activities and to attend meetings as required
- An understanding of and commitment to school and authority policies