

**BURY COUNCIL
JOB DESCRIPTION**

Post Title: TEACHING ASSISTANT (LEVEL FOUR)/HIGHER LEVEL TEACHING ASSISTANT	
Department: CHILDREN'S SERVICES	Establishment/Post No:
Division/Section: SEND Department	Post Grade: 9
Location: THE ELTON HIGH SCHOOL	Post Hours: 32.5 hrs per week Term Time +3 Days worked during periods of school closure
Special Conditions of Service:	
Purpose and Objectives of Post: To take responsibility for agreed learning activities (targeted interventions, ASDAN, Unit Award Scheme etc) under an agreed system of supervision (subject to the direction and supervision of a teacher). Planning, preparing and delivering learning activities for individuals/groups/whole classes. Monitoring pupils and assessing, recording and reporting on pupils' achievement, progress and development liaising with teachers/parents/other professionals as appropriate. Management and development of a specialist area within the school and/or supervision of other teaching assistants including appraisal and training. To provide general admin support for SENDCO.	
Accountable to: Headteacher	
Immediately Responsible to: SENDCO	
Immediately Responsible for: Teaching Assistants	
Relationships: (Internal and External) Governors Headteacher Teachers Support Staff Pupils	
Control of Resources: Intervention/teaching/assessment/screening resources Management of student medication/equipment as required	

Duties/Responsibilities:

SUPPORT FOR THE PUPIL

- Assess the needs of pupils and use detailed knowledge and specialist skills to support pupil learning.
- Screening for additional needs in line with the suspected or identified needs of the pupil.
- Promote inclusion and acceptance of all pupils.
- Encourage pupils to interact with others and work cooperatively with others and engage all pupils in activities.
- Promote independence, employing strategies to recognise and reward achievement of self-reliance.
- Establish productive working relationships with all pupils, acting as a role model and setting high expectations.
- Develop and implement individual learning plans and update student profiles.
- Provide feedback to pupils in relation to progress and achievement.

SUPPORT FOR THE SENDCO

- Organise and manage appropriate learning environment and resources.
- Within an agreed system of supervision, plan challenging teaching and learning objectives to evaluate and adjust lessons/work plans as appropriate.
- Monitor and evaluate pupil responses to learning activities through a range of assessment and monitoring strategies against pre-determined learning objectives.
- Provide objective and accurate feedback and reports as required on pupil achievement, progress and other matters, ensuring the availability of appropriate evidence.
- Record progress and achievement in lessons/activities systematically and providing evidence of range and level of progress and attainment.
- Work within an established discipline policy to anticipate and manage behaviour constructively, promoting self-control and independence.
- Supporting the role of parents in pupil's learning and contribute to/lead meetings with parents to provide constructive feedback on pupil progress/achievement etc.
- Administer and assess/mark tests and invigilate exams/tests.
- Production of lesson plans, worksheets, plans etc.
- Update the departmental provision map.

SUPPORT FOR THE CURRICULUM

- Deliver learning activities (for example targeted interventions, ASDAN, Unit Award Scheme or similar) to pupils within an agreed system of supervision, adjusting activities according to pupil learning styles and responses/needs.
- Deliver local and national learning strategies e.g.; literacy, numeracy, KS3, early years effectively utilising all alternative learning opportunities to support extended development.
- Use ICT effectively in learning activities and develop pupils' competence and independence in its use.
- Assist pupils to access learning through specialist support e.g. curriculum/SEN specialism.
- Select and prepare required resources necessary to lead learning activities, taking account of pupils' interests, language and cultural background.
- Advise on appropriate deployment and use of specialist aid/resources/equipment.

SUPPORT FOR THE SCHOOL

- Comply with and assist with the development of policies and procedures relating to child protection, health, safety and security, confidentiality and data protection. Report all concerns to the appropriate person (as named in the policy concerned).
- Be aware of and support difference and ensure all pupils have equal access to opportunities to learn and develop.
- Contribute to the overall ethos/work/aims of the school.
- Establish constructive relationships and communicate with other agencies/professionals, in liaison with the SENDCO, to support achievement and progress of pupils.
- Take the initiative, as appropriate, to develop appropriate multi-agency approaches to supporting pupils.
- Participate in training and other learning activities as required.

- Recognise own strengths and areas of expertise and use these to lead, advise and support others.
- Deliver out of school learning activities within guidelines established by the school.
- Contribute to the identification and execution of appropriate out of school learning activities which consolidate and extend in school activities.

SUPERVISORY RESPONSIBILITIES

- Manage teaching assistant team including undertaking appraisal/performance management.
- Hold regular team meetings with managed staff.
- Represent teaching assistants at teaching staff/management/other appropriate meetings.
- Undertake induction/appraisal/training/mentoring for other teaching assistants.
- Assist in the recruitment process for teaching assistants.
- Carry out daily lunchtime supervision of pupils.

Where an employee is asked to undertake duties other than those specified directly in his/her job description, such duties shall be discussed with the employee concerned who may have his/her Trade Union Representative present if so desired. (See paragraph 203 of Supplemental Conditions of Service)

Job Description