**Job Description**

**Job Title: Teaching Assistant**

**Reporting to: Head of Learning Support**

**Hours of Work: 15 hours per week term time only- Monday to Friday. Times to be arranged based on the needs of the pupil.**

**Purpose of the role**:

* To be a member of the SEND team supporting a pupil with visual impairment.All responsibilities and duties to be undertaken at the direction of, and in conjunction with teaching staff and the Head of Learning Support

**Duties to include:**

* Informing staff of pupil’s needs.
* Advising subject teachers in adopting appropriate teaching methods to support SEND pupil.
* Ensuring pupil can effectively access their learning by simplifying or presenting work in a range of different ways that are accessible to the pupil.
* Provide intervention and implement strategies where necessary.
* Assisting pupil to be prepared to learn.
* Providing and, as appropriate, developing additional resources, models or images to assist pupils with their learning.
* Familiarising yourself with and becoming proficient in using websites and other resources designed to help visually impaired pupils.
* Assisting pupil in some lessons where they may otherwise struggle to access the curriculum e.g. PE, Food technology & science.
* Supporting, and in some instances implementing, individual pupil programmes e.g. literacy, numeracy (after suitable training) with other pupils as directed.
* Assisting the pupil to use technology (personal i-pad) to assist their learning.
* Supporting the whole school system of monitoring SEND pupil progress.
* Acting as a key worker for the SEND pupil.
* Attending training and relevant meetings as agreed with line manager.
* Supporting school staff in the implementation of school rules.
* Acting at all times in accordance with all school policies and to provide a professional role model for pupils, parents and other staff.
* Attend and provide information for EHCP meetings.
* Keep a daily record of pupil’s progress, behaviour and any notable changes.

**General Duties:**

* Work flexibly to meet the Schools requirements including on occasions working in other departments as directed by your manager.
* Comply with all School policies and procedures. Within these boundaries, staff are expected to use initiative to resolve problems and address issues.
* Ensure the quality standards and performance measures applying to your area of work are met and facilitate continuous improvements in all aspects of the post.
* Maintain a safe environment by working within Health & Safety guidelines and being aware of your responsibilities for health and safety.
* Value diversity and promote equal opportunities.
* Comply with GDPR and data protection legislation and relevant policies and procedures where applicable.
* Participate in appraisal activities as required. Undertake further training as needed to ensure up to date knowledge and implementation of best practice.
* All Bury Grammar Schools’ employees are expected to act as ambassadors for the Schools and promote the Schools and its services positively as well as behave in a manner consistent with the Schools’ Values at all times.
* Undertake any other duties and tasks appropriate to the grade and character of work as may reasonably be required.

*The details contained in this job description reflect the content of the job at the date the job description was prepared. However, over time, the nature of individual jobs inevitably change; existing duties may be lost and other duties gained without changing the general character of the duties or the level of responsibility entailed. Consequently, the Schools will expect to revise this job description from time to time and will consult with the job holder in so doing.*

**Person Specification**

|  |  |
| --- | --- |
|  | **Selection Criteria**  **Essential** |
| **Education** | * Demonstrable levels of numeracy and literacy equivalent to at least GCSE (levels A\* - C) or NVQ Level 2 |
| **Experience** | * Experience of working with young people with Special Education Needs. e.g. general learning difficulties, specific learning difficulties, physical needs, emotional needs, language needs in a senior school |
| **Skills & Abilities** | * Resilience and the ability to remain calm under pressure * Excellent interpersonal and communication skills * Effective organisational skills and ability to prioritise own workload * Ability to use own initiative to work independently * A keen and flexible attitude to work. * Ability to work well as part of a team. * Track record of excellent punctuality and attendance at work * Creative and the ability to be innovative in finding solutions * Good knowledge of IT skills * Enthusiasm and energy * The ability to think reflectively * A commitment to professional, personal and social development of self and others * The ability to meet deadlines * A sense of humour |
| **Knowledge** | * A good knowledge of educational issues |
| **Work circumstances** | * The ability to work flexibly over the schools working day and week to support a specific pupil with their needs. |

SIGNED on behalf of the School



. . . . . . . . . . . . . . . . . . . . . . . . . . . . . . . . . . . . . . . . Date . . . .12.7.18 . . . . . . . . . . . . . ..

SIGNED by the Employee

. . . . . . . . . . . . . . . . . . . . . . . . . . . . . . . . . . . . . . . . Date . . . . . . . . . . . . . . . . . ..