JOB DESCRIPTION

Job Grade	**TEACHING ASSISTANT**
Department	**Education – Critchill School**
Section	**School Support**
Job Title	**Somerset County Council Grade 15 , Scale Points 9 – 13**
Reports to	**Class Teacher / Assistant Headteacher / Deputy Headteacher**

MAIN PURPOSE OF THE ROLE

This Job Description is directed towards an LSA role, typically working as a member of a class team in a special school.

To assist the Head teacher and teachers in the development and implementation of a programme of work and in the provision of a stable, caring and supportive learning environment, which enables pupils to achieve their full learning potential and facilitates their social and moral development.

Typically there will be a requirement to work with pupils with a special educational need either as individuals or in groups. Those special educational needs include learning difficulties, physical or sensory disability, emotional or psychological impairment including pupils who may exhibit behaviour problems.

The work may take place, from time to time, in other educational establishments.

MAIN RESPONSIBILITIES:

Support the teaching and learning processes.

Typically the job will include all, or most of the following elements:

Under the direction of the teacher:

- Develop, maintain and apply knowledge and understanding of pupils' general and specific learning needs to ensure that support is given to them at an appropriate level.
- To understand and work within the concept of "Duty of Care" to all in our school community.
- Learning support is delivered individually and in groups through a range of tasks, mainly:
    - Supporting and directing learning across the whole curriculum.
    - Supporting and directing literacy and numeracy tasks, clarifying and explaining instructions, scaffolding learning and adapting activities to support individuals or groups
    - Focus support in areas needing improvement, both academic and social.
    - Work with and support pupils to ensure they are able to use ICT and other specialist equipment to enhance their learning.
    - Motivate and encourage pupils to concentrate on and fulfil the tasks set.
    - Undertake learning activities with pupils of varying abilities to ensure differentiation and access to the curriculum

- Seek to ensure the promotion and reinforcement of pupils' self-esteem, appropriate levels of effort and behaviour and to guide pupils to become independent learners.
- Contribute to the assessment of pupils' learning, in particular with regard to Literacy, Numeracy, Science and ICT skills.
- Contribute to the implementation of the National and/or Foundation Curriculum and specific individual pupil targets.
- Act as an appropriate educational, emotional and social role model for pupils.
- Contribute to PLIM's (Personal Learning Intention Maps) including recording progress according to school policies and procedures
- Adhere to school marking policy providing feedback to pupils in relation to their learning and next steps

Assist teaching staff in the development of learning strategies, with the provision of teaching and learning resources and in the preparation and maintenance of a safe, secure and suitable learning environment.

Typically the job will include all, or most of the following elements:

- Assist in the development, monitoring and evaluation of programmes of work.
- To upkeep data files and records of progress, maintain inventories, photocopy, record TV programmes and use I.T. systems for administration and educational purposes, including inputting pupil data.
- Contribute to and assist in the development and monitoring of systems for review and recording of pupils progress, and update pupil files.
- Assist in the preparation, organisation and maintenance of classrooms and their equipment, including assistance with and creation of displays, make basic visual aids, art and craft materials, mount and display pupils' work.
- Assist teachers in timetabling of lessons and curriculum as required.
- Assist in the preparation for educational visits and learning within the wider community, and where appropriate accompany students.
- Be aware and comply with the school's Health & Safety and Child Protection Procedures.
- Attend and contribute to school staff meetings and in-service training events, within contracted hours or outside normal hours by agreement.
- Contribute to and uphold the school's ethos, values and vision

To provide care and supervision of pupils within the classroom, within the school and outside of the school.

Typically the job will include all, or most of the following elements:

- Supervise pupils using cloakrooms, showers /toilet facilities and support pupils with personal care needs. Supervise pupils in playgrounds and when entering and leaving using school transport.
- Assist in the supervision of Standard Assessment Tasks and tests / assessments as directed.
- Escort pupils to school or parental transport, home or to hospital as necessary.
- Assist pupils eating, in a controlled environment, following eating plans as appropriate

- Develop an understanding of and provide for pupils' specific personal needs to ensure a safe learning environment. This may include providing some direct personal care, support and assistance to the pupil in respect of toileting, eating and mobility.
- To assume shared supervision of whole classes for short periods in the absence of the teacher, but only when it is essential for the teacher to leave a class, such as in emergency-type situations.
- Support pupils during unstructured periods (i.e. Lunch and playtime breaks) to develop their socials skills

Additionally, under the overall direction of teaching staff the job may include some or all of the following duties, depending on the needs of pupils:

Where a current First Aid qualification is held, in the absence of other medical facilities:

- Maintain First Aid equipment and materials, and dispense medicines in accordance with school policy.
- Undertake First Aid, if training has been undertaken

- Under the direction of Health Service professionals, undertake activities in support of occupational, physio and speech therapy.
- Under the direction of teaching staff and, where appropriate, to assist in the development of PLIMs, Behavioural Support Plans and Pastoral Support Plans for pupils with special educational needs.
- Monitor and support pupils engaged on work experience programmes, inclusion placements and in community based learning activities

FACTS AND FIGURES

Not applicable

SUPPORTING PROCESSES

Problem Solving and Creativity

On a daily basis, within prescribed school guidelines and under the direction of the teacher, develop a range of strategies to engage individuals and groups of pupils, often with differing requirements, in the experience of learning and in their personal, social, health and moral education. For example, a reward system appropriate to an individual pupil

Use a variety of interpersonal techniques to establish supportive relationships with pupils, parents and carers.

There will be occasional interruptions. Deadlines will relate and be appropriate to the timetable being followed.

Decision making

Within the agreed school policies, guidelines and rules, decide on when and how to apply a range of strategies for the benefit of pupils in relation to their education activities, behaviour and care. These decisions often need to be made immediately to deal with the situation presented.

Direction is normally readily available from teaching staff and more complex or controversial decisions will be referred to a teacher.

Physical Effort and working conditions

The duties are normally undertaken in the school environment, although the job holder may be involved in external school activities, such as swimming, educational visits or supporting pupils in other schools.

Most of the working day is spent standing, with periods of crouching / bending to engage pupils in activities.

There may be frequent need to physically lift pupils, or physically intervention for the safety or care needs of pupils and occasional unpleasant conditions relating to pupils' personal hygiene needs.

Contacts and relationships

Contact with all staff in school to pass and receive information, advice, guidance, suggestions and ideas.

Contact with parents / carers and other agency staff including Health and Social Services professionals, to provide support for pupils, such as giving feedback on pupil's progress. Such communications can be of a delicate nature depending on a pupils particular needs.

Additional Information:

A six month probationary period is applicable.

This post is covered by Part 7 of the Immigration Act (2016) and therefore the ability to speak fluent spoken English is an essential requirement for the role.

Critchill School is committed to safeguarding and promoting the welfare of children and young people and expects all staff and volunteers to share this commitment and comply with school procedures.

Knowledge, Skills and Experience:

An education standard equating to GCSE grade C in English, Mathematics and Science is essential. A qualification relevant to supporting the learning process is desirable.

Experience of working with children and/or initial relevant qualification.

Qualities required are discretion, loyalty, commitment, patience, flexibility, good personal organisation, firmness, to be numerate and literate, a team worker and to have good oral and written communication. Background knowledge of the Foundation and National Curriculum and School's procedures and policies.

Knowledge of pupils' individual targets (PLIM) and, where appropriate, may require more specialised knowledge in specific curriculum areas.

A willingness to attend courses and in school training as required to enhance the knowledge, understanding and skills to improve the level and quality of support given to pupils and teachers. In particular a desire to move through the NVQ programme offered by the school.

Knowledge of legislation and regulations applicable to the support and care of pupils.

Agreed that the job Description is a fair and accurate statement of the requirements of the job

Job Holder:…… Date:……

Line Manager/Senior Manager …… Date:……