

WELLINGTON COLLEGE



Job Description

Job Title:	Specialist Teacher Assistant for Pupils with Additional Needs
Date:	September 2019
Department:	Academic Support
Reports To:	Head of Academic Support
Responsible For:	n/a

Purpose of the Position:

The post-holder will be responsible for assisting the Head of Academic Support in teaching and supporting pupils with additional needs of Attentional Control and for those with Autism.

Departmental Information

The Academic Support Department is responsible for tracking, monitoring and assessing pupils with Specific Learning difficulties in line with JCQ regulations. The department will provide a holistic approach to supporting all pupils at Wellington College with academic and pastoral needs.

Main Tasks and Responsibilities:

Support for Pupils

Identification and Assessment:

- Identify pupils with additional challenges
- Arrange assessments and post assessment review meetings
- Write detailed education plans for pupils
- Work 1:1 with pupils to cover curriculum requirements and Executive Function Skills
- Support pupils with daily planning and deadlines for work
- Contribute towards raising attainment of pupils
- Assess, record and report on pupil progress and development
- Ensure appropriate targets are set regularly for pupils
- Liaise with multi-disciplinary professionals who support the pupils

Curriculum Planning:

- Monitor and manage resources within an agreed budget.
- Plan sequences of learning within and across lessons, to ensure effective curriculum coverage, continuity, progression and challenge.
- Develop the use of communication strategies for pupils with ASD
- Monitor the effectiveness of the use of programmes designed to meet the needs of pupils with ASD

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Support for staff:

- Lead on a range of learning, developing motivating and engaging opportunities Provide support and training in ASD for other staff
- Coach and mentor other staff
- Be responsible for keeping records, information and data, producing reports as required.
- Contribute to whole department planning activities
- Work effectively with staff teams, multi-disciplinary teams and parents/carers

Person Specification

Education Attainment

- 5+ GCSE A*-C, 4-9 or equivalent (English and Maths essential)

Knowledge and Experience

Essential

- Experience of working with ASD pupils
- Understanding and experience of working with pupils with ADHD
- Understanding of the assessment procedures
- Experience of working 1:1 with pupils

Desirable

- Awareness of Safeguarding requirements and good practice within an educational setting
- Knowledge of SEND Code of Practice and JCQ
- Level 5 minimum Specialist Teacher qualification
- PCGE or equivalent teaching qualification

Skills and Personal Qualities

- Excellent communication skills to enable effective dialogue with colleagues, staff, visitors and where applicable, pupils
- Organised and self-motivated, with a proven record for meeting targets and deadlines
- Able to perform well and remain professional whilst under pressure
- Dedicated team-player, who strives for excellence and leads by example
- Tactful and discreet, whilst mindful of observing Safeguarding and professional standards
- Displays a smart and professional appearance, representing the College in a positive manner
- Reliable and stable
- Enthusiastic, with an eagerness to learn new skills and a commitment to personal continuous professional development
- High level of accuracy and attention to detail
- Self-motivated and able to work alone without direction
- Adaptable and flexible with working patterns when required
- Committed to contributing towards the College community
- Excellent numeric and computer skills (Microsoft Word, Excel and Outlook essential)

Essential Values, Behaviours and Attitudes

All employees are expected to actively promote and demonstrate the five core values of the College:

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- Kindness
- Integrity
- Respect
- Responsibility
- Courage

In addition, the College expects all staff to show ambition and display curiosity both personally and professionally.

The College reserves the right to vary or amend the duties and responsibilities of the post holder at any time according to the needs of the College business.

In exceptional circumstances, the Post holder will be required to undertake other duties and responsibilities of a similar post in order to support workload peaks, skill shortages, to ensure priorities are met. This will be sensitive to available resources and individual skills and will be generally in the same area.

The College is committed to safeguarding and promoting the welfare of children and young people and expects all staff and volunteers to share this commitment.

All employees are required to ensure that all duties and responsibilities are discharged in accordance with the College Statement of General Policy. They should take reasonable care for their own Health and Safety and that of others who may be affected by what they do or do not do. Staff should correctly use work items provided by the College, including personal protective equipment in accordance with training and instruction.