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**Job Description**

**Post:** Teaching Assistant for VI Student

**Hours of Work:** 33.75 hours per week (including 5 non-pupil days)

**Salary:**

**Responsible to:** SENDCo and Deputy SENDCo

**Role:** To work in partnership with the Specialist Teacher Team, School Leaders and class teachers to support learning in line with the national curriculum, codes of practice and Academy policies and procedures.

**Main Duties & Responsibilities:**

* Offer specialist Practical Assistance in subjects such as Science, History, Technology, Geography and PE for a student with a Visual Impairment.
* Work outside of lessons to modify curriculum materials to enable the pupil to access information in the appropriate format such as Braille.
* Offer practical and sighted guidance during periods of the day where a student might encounter a crowd, such as at break and lunch times.
* Plan and organise pre and post tutoring sessions with blind and partially sighted students.
* Is able to advocate for a particular student and offer support and direction to other classroom staff.
* Is able to take close direction from specialists and ensure that plans are carried out.
* Is willing to learn Braille or has already had experience of using this.
* Raise the achievement of partially sighted and blind students narrowing any achievement gaps.
* Enable the inclusion of blind and partially sighted pupils in school activities.
* Enable students who are blind and partially sighted to be included in social activities and to enjoy similar experiences to their peers.
* Establish positive relationships with students supported
* Support the use of ICT in the classroom and develop students’ competence and independence in its use
* Implement planned learning activities/teaching programmes as agreed with the teacher, adjusting activities according to students’ responses as appropriate
* To participate in planning and evaluation of learning activities with the teacher, providing feedback to the teacher on student progress and behaviour
* Monitor and record student activities as appropriate writing records and reports as required
* Assist with the development and implementation of Student Support Plans
* To attend to students’ personal needs including help with social, welfare, physical and health matters, including minor first aid.
* Liaise with other staff and provide information about students as appropriate
* To assist with escorting students on educational visits

**General**

* Be aware of and support difference and ensure all students have equal access to opportunities to learn and develop
* Establish constructive relationships and communicate with other agencies/professionals, in liaison with the teacher, to support achievement and progress of students
* To understand and apply Academy policies in relation to heath, safety and welfare.
* Attend relevant training and take responsibility for own development
* Attend relevant Academy meetings as required
* To respect confidentiality at all times
* To participate in the performance and development review process, taking personal responsibility for identification of learning development and training opportunities in discussion with line manager.
* To comply with individual responsibilities, in accordance with the role, for Health & Safety in the work place in accordance with current AET policies
* Ensure that all duties and services provided are in accordance with the Academy’s Equal opportunities Policy.
* The Governing Body is committed to safeguarding and promoting the welfare of children and young people and expects all staff and volunteers to share this commitment.

The duties above are neither exclusive nor exhaustive and the post holder may be required by the Executive Principal/Head of Academy to carry out any other reasonable duties commensurate with the post.

*The post holder will receive training, support and access to the appropriate courses for development.*

Signed: Date:

Name:

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| **TEACHING ASSISTANT – PERSON SPECIFICATION** |
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| **Qualifications & Experience** | Specific qualifications & experience | Educated to NVQ Level 2 in learning support/early years. Level 3 qualifications in English, Maths and Science or equivalent. Experience of working with children in a school environment. |
| Knowledge of relevant policies and procedures | Basic knowledge of First Aid and understanding of the Academy |
| Literacy | Good reading and writing skills |
| Numeracy | Good numeracy skills |
| Technology | Knowledge of ICT systems |
| Specialist Tech | Knowledge of Braille |
| **Communication** | Written | Ability to write basic reports |
| Verbal | Ability to use clear language to communicate information unambiguouslyAbility to listen effectively |
| Languages | Overcome communication barriers with children and adults |
| Negotiating | Consult with children and their families and carers and other adults |
| **Working with children** | Behaviour Management | Understand and implement the Academy’s behaviour management policy  |
| SEN | Ability to understand and support children with developmental difficulty or disability |
| Curriculum | Good understanding of the Academy’s curriculumKnowledge of literacy/numeracy strategies |
| Child Development | Good understanding of the general aspect of child developmentAbility to assess progress and performance |
| Health & Well being | Understand and support the importance of physical and emotional wellbeing  |
| **Working with others** | Working with partners | Understand the role of others working in and with the AcademyUnderstand and value the role of parents and carers in supporting children |
| Relationships | Ability to establish rapport and respectful and trusting relationships with children, their families and carers and other adults |
| Team work | Ability to work effectively with a range of adults |
| Information | Know when, how and with whom to share information Ability to follow instructions accurately |
| **Responsibilities**  | Organisational skills | Good organisational skillsAbility to remain calm under pressure |
| Line Management | Ability to support the work of volunteers and other teaching assistants in the classroom |
| Time Management | Ability to manage own time effectively |
| Creativity | Demonstrate creativity and an ability to resolve routine problems independently |
| **General** | Equalities | Awareness of and commitment to equality |
| Health & Safety | Basic understanding of Health & Safety |
| Child Protection | Understand and implement child protection procedures |
| Confidentiality/Data Protection | Understand procedures and legislation relating to confidentiality |
| CPD | Be prepared to develop and learn in the role.  |