**JOB TITLE: Teacher of Additional Support Needs – Caledonia North Campus**

**JOB DESCRIPTION**

**JOB PURPOSE**

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| This is an opportunity to undertake the delivery of learning support on the campus. This includes supporting students and working closely with teaching colleagues and parents regarding the needs of students. The post holder will liaise closely with the Head Teacher, Regional Learning Support Coordinator and Learning Support Trustee. Applicant must have GTCS registration. |

**DUTIES**

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| **SPECIFIC DUTIES - SUPPORTING TEACHING AND LEARNING:** * Assess the needs of pupils and use detailed knowledge and specialist skills to support pupils’ learning.
* Maintain up to date records in accordance with the Learning Support Policy.
* Ensure all teaching staff are fully aware of targets for students requiring additional support needs, and that targets are highly tailored and effective to support students’ progress.
* Plan, deliver and evaluate specific intervention programmes.
* Help identify students and appropriate intervention for identified students.
* Monitor, track and analyse the progress of pupils on all intervention programmes.
* Deliver learning activities to small groups.
* Organise and manage appropriate learning environments and resources.
* Ensure communication between teachers and parents is highly effective in meeting students’ needs and bridging support strategies between school and home.
* Maintain a diary of reviews for ASN students
* Make sure all evidence of progress against targets is detailed, accurate and demonstrates the impact upon the student’s outcomes.
* Work with staff, students and parents to ensure pupils are set meaningful targets for improvement and monitor and review them appropriately.
* Attend meetings as appropriate.

**SUPPORT FOR THE SCHOOL:*** Be aware of and comply with policies and procedures.
* Be aware of and support difference and ensure all pupils have equal access to opportunities to learn
* and develop.
* Recognise own strengths and areas of expertise and use these to assist and support others.
* Participate in training and performance management as required.
* Deliver training as required, to support teaching and learning for students with learning support needs.
* Attend relevant meetings as required.
* To work as a part of a flexible and supportive team to further the ethos of the school and undertake any other duties as required by the Head Teacher and trustees commensurate with the scale of the post.

**OTHER DUTIES:*** To act in line with the main job description for a Learning Support Assistant

**GENERAL DUTIES*** To perform such other duties as may be requested from time to time, commensurate with the role
* Uphold and promulgate the Focus ethos within all areas of responsibility
* Contribute to, share in and promote the wider and longer-term vision of OneSchool Global UK and OneSchool.
* To promote equality, diversity and inclusion and demonstrate this within the role, adhering to the OneSchool Global UK Equal Opportunity Policy
* Comply with and support the implementation of all School and OneSchool Global UK policies
* To adhere to Health & Safety Policies and ensure all tasks are carried out with due regard to Health and Safety
* To work with due regard to confidentiality and the principles of Data Protection, encouraging others to do the same

**PERSONAL DUTIES*** To set an example of positive personal integrity and professionalism, with positive, appropriate and effective communications and relationships at all levels
* Ensure high standards are maintained, progressed and promoted in all areas of work
* To undertake appropriate professional development and positively participate in the appraisal of own performance
* Communicate and co-operate effectively and positively with specialists from outside agencies where applicable
* Attendance at staff meetings as appropriate

**SAFEGUARDING** |
| OneSchool Global UK and its affiliated schools are committed to safeguarding and promoting the welfare of children and young people and expect all staff and volunteers to share this commitment. The post is subject to an enhanced DBS check with appropriate Barred List checks, or the equivalent enhanced criminal records check.  |

**REPORTING TO**

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| Reporting to the Head Teacher  |

**SUPPORT FOR THE ROLE**

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| The role is supported on occasion by networked meetings organised by OneSchool Global UK, plus a personal CPD budget allocation linked to agreed PPD targets.OneSchool Global UK provides a range of support services in areas such as ICT, recruitment, HR, policies, resources and compliance.  |

**ISSUED BY**

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| OneSchool Global UK Issue date: May 2019 |

**JOB TITLE: LEARNING SUPPORT COORDINATOR**

**PERSON SPECIFICATION**

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| ***Level 1*** | ***Level 2*** | ***Level 3*** |
| * Have been educated to at least CSE/GCSE/O level
* Have an understanding of special educational needs as defined in the SEN Code of Practise
* Experience of working with children of the age with which the post is concerned
* Have experience of ICT as a learning tool
* Be able to relate well to both children and adults
* Have good communication, persuasion and negotiation skills
* Have empathy with pupils, especially those with learning difficulties
* Have good listening skills
* Be patient
* Be able to work effectively in a team
* Be able to take direction but be prepared to take initiative when required
* Have natural authority
* Be sensitive to the needs of children
* Be flexible and adaptable
* Be committed to undertaking appropriate induction training and other short in-service training courses
* Be committed to own professional development, and be willing to undertake other appropriate training, preferably leading to national standards (NVQ Level 2)
* Be trustworthy and discreet maintaining confidentiality
* Be able to establish clear boundaries
* Have a good sense of humour
* Have good interpersonal skills
* Be able to work sensitively with colleagues and a range of professionals and pupils
 | In addition to the responsibilities of Level 1, a Level 2 TA will:**Experience** * Have experience of TA work
* Have attended Inset on aspects of the curriculum; literacy/numeracy/SEN/early years/behaviour management/training and learning
* Have NVQ Level 2 or equivalent knowledge, experience and skills
* Be working towards NVQ Level 3 or have equivalent knowledge, experience and skills
* Understand the schools policies relevant to the subject/support provided and how they relate to local and national frameworks/policies
* Have an up to date understanding of the Level 2 post

**Skills*** Have a good level of knowledge and understanding of at least one area of learning
* Be able to present information effectively, verbally and in writing to others (for formal SEN reviews etc.)
* Ability to acquire new skills
* Be able to transfer theory/training into practice and demonstrate skills of problem solving drawing on relevant experience

**Qualities** * Be able to exercise initiative and independent action including offering ideas

**Curriculum*** Support teachers in promoting high standards across the curriculum, and assist pupils to develop their skills.
* Have an understanding of relevant curriculum areas and reinforce the learning objectives as required
* Assist in the organisation of resources
* Prepare pupils before the lesson e.g. reading the text and explaining the words and phrases they do not understand
* Keep records against specific targets and contribute to further planning
* Support, consolidate and extend learning through working with groups of pupils in differentiated tasks
* Become familiar with the resources which are designed specifically for assistants to use, such as Springboard 5 or Year 6 Booster materials
* Evaluate the progress made by pupils in groups supported, marking and annotating the pupils work and feeding back to the teacher according to school procedures
 | In addition to the responsibilities of Level 2, a Level 3 TA will:**Experience** * Have considerable experience (at least 3 years) of working to support children’s learning
* Have to recognise qualification (NVQ Level 3 or equivalent or detailed knowledge and understanding of at least one area of the curriculum/age range/SEN
* Have an up to date understanding of the Level 3 post

**Skills** * Be able to supervise and train others
* Have good organisational skills
* Have a good advocacy

**Qualities** * Have the confidence to review own performance
* Demonstrate creativity and imagination, showing an ability to adapt teaching styles to the needs of a group of pupils

**Curriculum*** In addition, those working at Level 3 should:
* Plan a series of support sessions for a small group of pupils, ensuring appropriate progression in the content
* Manage the purchase, maintenance and use of resources required for specific intervention programmes
* Contribute to the identification of pupils in need of specific intervention support
* Make assessments of pupils progress on specific intervention programmes and make proposals for further support and intervention
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The post holder will be required to complete an enhanced Disclosure Barring Service (DBS) Check with appropriate barred list checks, or the equivalent, and must be eligible to work in the UK.

OneSchool Global UK is committed to safeguarding and promoting the welfare of children and young people and expects all staff to share this commitment.

All staff are expected to be committed to the Equal Opportunities Policy.