

JOB DESCRIPTION AND PERSON SPECIFICATION

Job title:	TEACHING ASSISTANT LEVEL 2
Reporting to:	SLT / Classroom Teacher
Level of Supervision:	Left to work within school guidelines subject to scrutiny by Line Manager
Hours:	32.5 hours a week term time only
Grade:	Grade 2 (Pts 3-8 £24,796-£26824 pro-rata'd) plus SEN allowance (subject to job evaluation)

MISSION

To enable all young people to have the skills, knowledge and experiences to lead meaningful and enjoyable lives, and optimise lifelong opportunities.

VISION

We will have an enhanced recognition as a **centre for excellent practice** of autism, training and supporting others.

We will be **integrating with the wider community** to enhance lifelong learning for students with autism both locally and beyond.

Job Purpose

To support teachers and curriculum staff in the development and education of pupils including the provision of specialist skills as appropriate.

Key Responsibilities

Support for Pupils

- Support the activities of individuals or groups of children. Participate in the education of children, including contributing to their health and well-being
- Support for students with primary diagnosis of Autism: with additional needs as listed
 - Sensory and/or physical impairment
 - Cognition or learning difficulties
 - Behavioural, emotional and social development needs
 - Communication and interaction difficulties
 - note that this list is not exhaustive
- Dealing with the personal care needs of children where appropriate in line with the guidance of the local authority and school policy

Support for the teacher(s)

- Provide support for learning activities under direction of SLT, Teachers and HLTAs
- Supporting the classroom team in the planning and evaluation of learning activities
- Supporting the delivery of learning activities
- Support in organising effective learning environments and maintaining appropriate records
- Support the maintenance of pupil safety and security
- Contribute to the management of pupil behaviour under direction/ support from SLT, Teachers and HLTAs
- Promoting school policies with regard to pupil behaviour
- Supporting the implementation of strategies to manage pupil behaviour
- Undertake student feedback in line with school policy
- Provide clerical/admin. support, eg., photocopying, preparation of resources, displays

Support for the school

- Support the development and effectiveness of team work within the school environment
- Develop and maintain working relationships with other professionals
- Liaise with parents as appropriate
- Review and develop own professional practice
- Work as required across the curriculum and in all Key Stages and sites within the school
- Supervise pupils on visits and out of school activities as required

All staff at Uffculme:

- have a responsibility for promoting and safeguarding the welfare of children and young people he/she is responsible for or comes into contact with.
- ensure their tasks are carried out with due regard to Health and Safety
- participate in appropriate professional development including adhering to the principle of performance management.
- adhere to the ethos of the school
- promote the agreed vision and aims of the school
- set an example of personal integrity and professionalism
- attend appropriate staff meetings and parents' evenings across all three sites
- carry out any other duties as commensurate within the grade in order to ensure the smooth running of the school

Signed by role holder:

Date:

Person Specification

Method of Assessment (MOA)

AF Application Form	C Certificate	I Interview	T Test or Exercise	P Presentation
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Criteria	Essential	MOA
Education/Qualifications NB: Full regard must be paid to overseas qualifications.	A minimum of GCSE Grade C English & Maths or equivalent	AF/C
	Evidence of further training or qualifications relating to the role	AF/C
Experience Relevant work and other experience	A minimum of six months' experience of supporting SEN children in a classroom, including those with a primary diagnosis of ASD	AF/C
	Experience of using Information Technology	AF/C
Skills & Ability e.g. written communication skills, dealing with the public etc.	an ability to fulfil all spoken aspects of the role with confidence using the English Language as required by Part 7 of the Immigration Act 2016	AF/I/T
	A good standard of education particularly in English and Mathematics	AF/I/T
	Ability to consistently and effectively implement agreed behaviour management strategies	AF/I
	Ability to use language and other communication skills that pupils can understand and relate to	AF/I
	Ability to establish positive relationships with pupils and empathise with their needs	AF/I
	Ability to demonstrate active listening skills	AF/I
	Ability to provide levels of individual attention, reassurance and help with learning tasks as appropriate to pupils' needs, encouraging the pupils to stay on task	AF/I
	Ability to monitor the pupils' response to the learning activities and, where appropriate, modify or adapt	AF/I

	the activities as agreed with the teacher to achieve the intended learning outcomes	AF/I
	Ability to carry out and report on systemic observations of pupils' knowledge understanding and skills	AF/I
	Ability to assist in the recording of lessons and assessment as required by the teacher	AF/I
	Ability to offer constructive feedback to pupils to reinforce self-esteem	AF/I
	Ability to work effectively and supportively as a member of the school team	AF/I
	Be able to meet challenges with good humour, patience and resilience.	AF/I
	Ability to work within and apply all school policies	AF/I
Training	Willingness to participate in further training and developmental opportunities offered by the school to further knowledge	AF/I
Other	A commitment to upholding the school's ethos, its policies and procedures This post is exempt from the provisions of the Rehabilitation of Offenders Act 1974. A Criminal Record Disclosure will be required prior to appointment.	AF/I

All staff are expected to understand and be committed to Equal Opportunities in employment and service delivery.

Reviewed by:

Date:

Signed by postholder:

Name:

Date:
