

SPECIAL NEEDS TEACHING ASSISTANT JOB DESCRIPTION

Job Purpose

To support all the teaching and learning taking place at the Southover Partnership School.

Core hours of work

Monday to Friday, 9:00am – 3.00pm

Additional training on occasion throughout the year as specified in the school calendar

Responsible to

The Head of School

Support for Teachers

- Work in classes under the direction of teachers
- Support teachers by working closely with them in managing students' behaviour
- Prepare resources as requested by teachers
- Support teachers in behaviour management including positive handling when necessary
- Carry out any reasonable requests by the teachers
- Organise availability of resources/equipment including maintenance of IT equipment

Support for Students

- Organise provision of refreshments for students
- Deal with accidents, emergencies and illness
- Maintain an Accident Book, incident book (bullying) and a First Aid Kit
- Plan and monitor effective deployment of your own time in unstructured times
- Mentor/"common sense" counsellor. Listening to student's problems, worries and thoughts
- Build relationships with pupils in the less structured setting of break times
- Break time supervision – offering games such as football, table tennis gardening or chatting as the student requires

Support for the School

- Model good practice as a Teaching Assistant in lessons
- Distribute notes to teachers
- Inform Management of any issues arising in relation to the premises

The Southover Partnership is committed to safeguarding and promoting the welfare of children and young people and expects all staff to share the same commitment. The post is subject to an Enhanced Certificate of Disclosure from the Disclosure and Barring Service and a range of other recruitment checks

- Ensure that staff keep the daily diary up to date
- Be responsible for liaising with the office throughout the day
- Keep a log of daily room use
- Ensure register is correctly marked and kept up to date
- Liaise with parents, carers, cabs and office if children are absent
- Ensure the signing in and out log (in the diary) is completed
- Inform the office when resources need replenishing
- Keep the store cupboards tidy and accessible
- Lock all equipment away
- Leave the classrooms tidy, including emptying the bins at the end of each day
- In the event of fire take the register and diary to the meeting point
- Official first aider
- Supporting New Staff

Person specification

Although no formal qualifications are required, it is essential that the post holder has prior experience of working with children of school age in either a paid or voluntary capacity. Youth work experience would be very useful and an ability to be able to relate effectively with disaffected youngsters is essential.

On-going training is integral to this role; the post holder will be expected to undertake relevant training as identified by the Deputy Head Teachers/Head Teacher, including the following:

- Positive handling
- First Aid
- Safeguarding children
- Educational therapy plus other training organised by the Southover Partnership.

All posts are subject to an enhanced Police Disclosure and Barring Check (DBS -December 2012)

I confirm that I have read the job description, and that I have the mental and physical fitness needed, to carry out the work responsibilities outlined within the job description.

Name _____

Signature _____

Date _____