

Job Description & Person Specification

JOB TITLE	Teaching Assistant Grade 5
RESPONSIBLE TO	Assistant Principal SEN
SUPERVISES	N/A
GRADE	Grade 5 £20,961.64 - £22,415.51 (37 hours per week, 39 weeks per year)

Main purpose

To work with the SENCO, subject teachers and other school staff to contribute to the planning of lessons/work programmes and pastoral provision with specific regard to the transition and inclusion of pupils with special educational needs

To provide intervention and have a specialist focus as directed by the SENCO.

To provide direct support for pupils with special educational needs both in the classroom and in the wider context of the school.

To provide general support in classroom management and in the supervision of students, while maintaining a purposeful, orderly and supportive environment.

To support the teaching staff and work with other support staff to enhance the development and education of pupils in accordance with the aims and policies of the school.

Duties and responsibilities

- Using acquired skills, support and deliver learning activities and contribute to the development of work programmes to facilitate effective teaching and learning of the students with Special Educational Needs
- Provide input into the planning and evaluation of learning activities for individuals and groups of pupils to enable the teaching staff to make informed decisions when developing their plans.
- Supervise the activities of individuals or groups of pupils both in and out of the classroom (including educational visits) to ensure their safety and facilitate their physical and emotional development in accordance with the school's behaviour management policy.
- To work 1:1 or in small groups with identified pupils under the direction of the class teacher, or SENCO both within and outside the subject classroom To help distribute materials and equipment as required.
- To attend to and to implement the personal and physical needs of students including health and hygiene matters and to assist with lifting, manual handling and transfer of physically disabled pupils as required.

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- To supervise SEN classes during the planned absence of members of SEN teaching staff.
- To cover for absent Learning Support TAs as directed.
- To contribute to and to attend meetings as required including departmental and those involving external agencies and those involving parents.
- To assist the General Teaching Assistants to ensure the differentiation of resources
- To provide intervention in relation to the specific needs of individual students
- To keep records for any pupils involved in non-subject based interventions and maintain awareness of targets and current attainment of pupils
- To liaise with the Dyslexia Specialist teacher and other staff as required.
- To monitor individual pupils' progress, achievement and development and report to the SENCO to inform decisions taken regarding learning plans and Health Care Plans or risk assessments.
- To assist with the implementation of access arrangements for individual students liaising with the Lead TA as necessary
- To undertake lunchtime supervisory duties

Health and safety

- Promote the safety and wellbeing of pupils, and help to safeguard pupils' wellbeing by following the requirements of Keeping Children Safe in Education (KCSIE) and our school's child protection policy
- Look after children who are upset or have had accidents

Professional development

- Help keep their own knowledge and understanding relevant and up-to-date by reflecting on their own practice, liaising with school leaders, and identifying relevant professional development to improve personal effectiveness
- Take opportunities to build the appropriate skills, qualifications, and/or experience needed for the role, with support from the school
- To take part in one's own training; attending INSET training and to attend relevant external courses as necessary
- Take part in the school's appraisal procedures

Other areas of responsibility

Safeguarding

- Work in line with statutory safeguarding guidance (e.g. Keeping Children Safe in Education, Prevent) and our safeguarding and child protection policies
- Promote the safeguarding of all pupils in the school
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The post holder will be required to follow school policies and the staff code of conduct.

Please note, this is illustrative of the general nature and level of responsibility of the role. It is not a comprehensive list of all tasks that the HLTA will carry out. The postholder may be required to do other duties appropriate to the level of the role, as directed by the headteacher or line manager.

Person specification

CRITERIA	QUALITIES
Qualifications and training	<ul style="list-style-type: none"> • GCSE or equivalent level, including at least a Grade 4 (previously Grade C) in English and maths • First-aid training, or willingness to complete it • A qualification relating to supervising and or directing pupils • Evidence of further training work related or other
Experience	<ul style="list-style-type: none"> • Experience working in a school environment or other educational setting • Experience of working with children/young people • Experience of working as part of a multi-disciplinary team • Experience of working with high needs pupils • Experience of working with external agencies/professionals
Skills and knowledge	<ul style="list-style-type: none"> • Knowledge of specific emotional, behavioural and physical needs • Good literacy and numeracy skills • Ability to build and form good relations with colleagues, other professionals and students/parents/carers • Good communication skills, both verbal and written • Good organisational skills • Ability to work independently and use initiative but also able to work constructively as part of a team • Sound literacy and numeracy skills • Ability to use ICT packages and equipment effectively • Basic understanding of child development and learning principles • Effective networking skills • Ability and a commitment to work flexibly and to respond to unplanned situations
Personal qualities	<ul style="list-style-type: none"> • Ability to instil confidence in young and vulnerable children ✓ Ability to deal confidentially, impartially and appropriately with situations • Patience, tolerance and sensitivity • Good interpersonal skills and the ability to establish rapport with individuals adults and students • Efficient and meticulous in organization • A desire to develop skills and knowledge through CPD • Evidence of exemplary attendance and punctuality • Ability to work additional hours as required • Commitment to the highest standards of child protection • Recognition of the importance of personal responsibility for Health and Safety • Commitment to the school's ethos, aims and its whole community