

Name:

Date of Issue:

Starting point: Dependent on current role and point

Job Purpose

To complement the professional work of teachers by taking responsibility for agreed learning activities under an agreed system of supervision. This may involve planning, preparing and delivering learning activities for individuals/groups or short term for whole classes and monitoring pupils and assessing, recording and reporting on pupils' achievement, progress and development; also to take a lead role in addressing the needs of pupils who need particular help to overcome barriers to learning, including those identified as having severe learning difficulties and those with challenging behaviour.

Responsible for the management and development of a specialist area within the school and/or management of other teaching assistants including allocation and monitoring of work, appraisal and training.

Key Responsibilities

1. Assessing the needs of pupils and using detailed knowledge and specialist skills to support pupils' learning
2. Liaising sensitively and effectively with parents and carers with regards to their role in pupils' learning and respecting confidentiality
3. Having knowledge of the expectations of individual pupils and ensuring that teaching methods meet the needs of individual students
4. Establishing productive working relationships with pupils, acting as a role model and setting realistic expectations
5. Developing and implementing Individual Education Plans and other pupil Plans, with the teacher
6. Promoting the inclusion and acceptance of all pupils within the classroom
7. Supporting pupils consistently whilst recognising and responding to their individual needs, encouraging interaction and cooperative work with others
8. Encouraging pupils to interact and work cooperatively with others and engaging all pupils in activities
9. Promoting independence and employing strategies to recognise and reward achievement of self-reliance
10. Providing feedback to pupils in relation to progress and achievement
11. Undertaking activities with individuals, groups or whole classes to ensure their safety and facilitate their physical, emotional and educational development
12. Attending to pupils' personal needs and provide advice to assist in their social, health and hygiene development
13. Taking a lead role in the provision of support for pupils with special needs

14. Taking the initiative as appropriate to develop relevant multi-agency approaches to supporting pupils
15. Organising and managing appropriate learning environment and resources
16. Within an agreed system of supervision, planning challenging teaching and learning objectives and evaluating and adjusting lessons/work plans as appropriate, selecting and preparing a range of teaching resources that meet the diversity of pupils' needs and interests
17. Planning, preparing and delivering lessons for individual pupils, groups and whole classes (under the overall direction of the teacher)
18. Monitoring and evaluating pupils' responses and progress against action plans through observation and planned recording
19. Providing objective and accurate feedback and reports as required, to the teacher on pupil achievement, progress and other matters, ensuring the availability of appropriate evidence
20. Managing record keeping systems and processes
21. Taking lead role in the development and implementation of appropriate behaviour management strategies
22. Establishing constructive relationships with parents/carers, exchanging information, facilitating their support for their child's attendance, access and learning and supporting home to school and community links
23. Administering and assessing routine tests and invigilating exams/tests
24. Establishing constructive relationships and communicating with other agencies/professionals, in liaison with the teacher, to support achievement and progress of pupils, to include Inclusion Services, Speech Therapists, Physiotherapists, Occupational Therapists, Moving and Handling Specialists
25. Administrative support e.g. dealing with correspondence, compilation/analysis/reporting on attendance, exclusions etc
26. Implementing agreed learning activities/teaching programmes, adjusting activities according to pupil responses
27. Delivering local and national learning strategies e.g. literacy, numeracy, early years and make effective use of opportunities provided by other learning activities to support the development of pupils' skills
28. Using ICT effectively to support learning activities and develop pupils' competence and independence in its use
29. Determining the need for, preparing and maintaining general and specialist equipment and resources
30. Providing cover for the provision of PPA time for teaching staff, plus short term cover for absence for other staff
31. Delivering out of school learning activities within guidelines established by the school
32. Contributing to the identification and execution of appropriate out of school learning activities which consolidate and extend work carried out in class
33. Managing other teaching assistants
34. Liaising between managers/teaching staff and teaching assistants
35. Holding regular team meetings with managed staff
36. Representing teaching assistants at teaching staff/management/other appropriate meetings
37. Undertaking recruitment/induction/appraisal/training/mentoring for other teaching assistants

General responsibilities

1. Be aware of and comply with school policy and procedures
2. Be aware of and support difference and ensure all pupils have equal access to opportunities to learn and develop

3. Contribute to the overall ethos/work/aims of the school
4. Ensuring the safe organisation of learning activities and the physical teaching space and resources for which they have responsibility
5. To be aware of confidential issues linked to home/pupil/teacher/school work and to keep confidences as appropriate
6. Any other curriculum duties which may reasonably be regarded as within the nature of the duties and responsibilities/grade of the post as defined, subject to the proviso that normally any changes of a permanent nature shall be incorporated into the job description in specific terms, following consultation with the Recognised Trade Unions
7. To promote and safeguard the welfare of children and young persons for whom you are responsible and with whom you come into contact with during the course of your duties and responsibilities. Your conduct must at all times be in accordance with the school's policies and procedures
8. To report any causes for concern relating to the welfare and safety of children to the designated person, and the head teacher, or if unavailable the designated safeguarding governor or a member of the senior leadership team
9. To attend safeguarding training as required by the school and maintain your knowledge and understanding of your responsibility for safeguarding children in this school

Please note this role involves managing a class based support team.

It will include the following:

- Leading the sensory group
- Liaising with the lead teacher

Job description received on:

Signed..... Donna Chambers (Interim Executive Head Teacher)

Signed.....