



Job Title: Teaching Assistant (Specialist)	Grade/ Level:	Post Number: EO1890
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Directorate: Children Services	Job Family: Children's Services	Date Prepared: N/A
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Role reports to (Job Title): Head teacher/Senior teacher

Job Purpose:
Under the direction of the Head, teacher or Special Education Needs Co-ordinator, work as part of a team to promote the emotional, physical and educational development of pupils, including those with special needs, and work in partnership with parents and in liaison with external agencies.

Key Accountabilities:

Supporting the pupil

- Participate in activities designed to meet the emotional, physical and learning needs of individual children and groups of children, including those with special needs.
- Assist in the planning, delivery and monitoring of individual education plan targets.
- Monitor pupils' responses to learning activities and encourage them to take an interest in their own learning.
- Develop and maintain effective relationships with individual pupils and groups to ensure that pupils achieve learning targets through differentiation.

Supporting the teacher

- Assist with the organisation of the learning environment and ensure adequate supplies of learning materials.
- Take responsibility for maintaining accurate records in accordance with school policies, data protection.
- Use a variety of methods to observe and report on pupil performance in group and individual situations.
- Assist with the implementation of individual behaviour management plans
- Liaise effectively with parents/guardians and carers regarding the development of their children.

Supporting the curriculum

- Assist in the planning delivery and evaluation of learning activities for individuals, groups or the whole class, working with the teacher or SENCo to ensure coverage of the curriculum, including ICT.
- Help pupils to develop their literacy and numeracy skills including reading, writing, number and shape.

Supporting the school

- Assist with the implementation of a behavior management programme.
- Provide consistent and effective support for colleagues in line with the responsibilities of this role.
- Develop and maintain effective working relationships with professionals including teachers and external contacts.
- Support the development and effectiveness of work teams in all areas of activity with pupils or colleagues.
- Support the maintenance of pupil safety and security and minimise the risks from health emergencies.

Supporting the Teaching Assistant

- Participate in regular performance reviews and ensure that any personal development needs are identified and met. Attend relevant inset training. Review and maintain your own professional practice through agreed development activities.

Other duties

- In accordance with the provisions of the Health & Safety at Work Act 1974, to take reasonable care for the health and safety of yourself, colleagues and pupils who may be affected by your omissions at work, and to co-operate with the school so far as is necessary to enable the school to perform or comply with their duties under statutory health and safety provisions.
- Undertake any other duties that can be accommodated within the grading level and nature of this post.

Supplementary Accountabilities:

Only select the tasks or activities that are relevant to the post. It is not anticipated that all of these will apply.

- Support pupils with particular needs in developing effective relationships with peers, younger pupils and adults, challenging anti social behaviour e.g. racism.
- Help pupils with particular needs regarding self-reliance and confidence in a range of areas including decision making, problem solving and general life skills, and deal in a positive way with their emotions.
- Working with individuals and groups, provide support for multilingual/ bilingual pupils and enable them to access the curriculum.
- Working with the class teacher, specialist teacher or SENCo, support pupils with communication and interaction difficulties, including the use of sign language and Braille.
- Working with the class teacher, specialist teacher or SENCo, support pupils with sensory and/or physical impairment, including the use of mobility aids, Braille machines and ICT.
- Provide support to pupils with cognition and learning difficulties to develop effective learning strategies and support them working individually, as part of a group or with the whole class.
- Line management responsibilities for a team of Teaching Assistants where there is no HLTA role in the school.

Job Scope: Number and type of jobs managed:

Typical tasks supervised/allocated to others:

Job Scope:

Budget:

Assets:

Knowledge and Experience:**Minimum**

- Good general level of education to include Maths and English GCSE grade C or above, or further relevant experience in the absence of formal qualifications.
- DCFS Induction (Level 2) or equivalent
- 2 years experience working as a grade 2 TA or other relevant experience,
- NVQ level 2 Teaching Assistant (available September 2002) or equivalent
- 2 years experience of:
 - working with pupils with SEN
 - or supervising and delivering a catch up programme
 - or supporting a pupil with complex SEN by modifying and delivering programmes as directed by teachers and other professionals

Preferred**Already have:**

- Level 3 NVQ Early Years Care and Education
- Level 3 NVQ Caring for Children and Young People
- Level 3 Open College Network Supporting Children Learning
- Or equivalent

Training

- Have or willing to obtain NVQ level 3 Teaching Assistant, available September 2002

Decision Making:

Working under the direction of the line manager/classroom teacher, but some discretion is required – works independently with individuals or groups.

Some responsibility for staff management.

Contacts and Relationships:

Headteacher, Governors, LA Officers, Education professionals, Parents, Staff, Pupils, External Agencies.

Creativity and Innovation:

Working with children with SEN

Emotional Demands:

Responsible for individuals/groups of children, some will make emotional demands.

In accordance with the provisions of the Data Protection Act 1998, jobholders should take reasonable care to ensure that personal data is not disclosed outside Council procedures, or use personal data held on others for their own purposes. In accordance with the provisions of the Freedom of Information Act 2000, ensure requests for non-personal information are dealt with in accordance with the Council's written procedures.

Employee Signature:

Print Name:

Date

Line Manager's Signature

Print Name:

Date:

