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# SPECIAL NEEDS TEACHING ASSISTANT

* **Job Title:** Special Needs Teaching Assistant – Fixed Term
* **School:** Hook Norton C of E Primary School
* **Grade:** Grade 4, Points 4-5
* **Responsible to:** Class Teacher/SENCo
* **Liaises with:** Class Teacher and SENCo

# Job Description

To work under the instruction/guidance of teaching/senior staff to undertake

work/care/support programmes, to enable access to learning for a child with additional needs. Work may be carried out in the classroom or outside the main teaching area.

**Support for Pupils**

* Supervise and provide particular support for a pupil with additional needs, ensuring their good behaviour, safety and access to learning activities;
* Supervise and support other pupils releasing the class teacher to work with the pupil with additional needs;
* Support the pupil with additional needs within a group setting;
* Supervise and support the pupil with Social and Emotional difficulties;
* Assist with the development and implementation of Individual Pupil Profiles and/or Pastoral Support Plans;
* Establish constructive positive relationships with all pupils and interact with them according to individual needs;
* Promote the inclusion and acceptance of all pupils;
* Encourage pupils to interact with others and engage in activities led by the teacher;
* Set challenging and demanding expectations and promote self-esteem and independence;
* Provide feedback to pupils in relation to progress and achievement under guidance of the teacher.

**Support for Teachers**

* Create and maintain a purposeful, orderly and supportive environment, in accordance with lesson plans, and assist with the display of pupils’ work;
* Use strategies, in liaison with the teacher, to support pupils to achieve learning and behaviour goals;
* Assist with the planning and evaluation of learning activities;
* Monitor pupils’ responses to learning activities and accurately record achievement/progress as directed;
* Provide detailed and regular feedback to teachers on pupils’ achievement, progress, problems etc;
* Promote good pupil behaviour, dealing promptly with conflict and incidents in line with established policy and encourage pupils to take responsibility for their own behaviour;
* Establish constructive relationships with parents/carers;
* Undertake any other appropriate task as directed by the teacher, SENCO or Head Teacher.

**Support for the Curriculum**

* Undertake structured and agreed learning activities/intervention programmes, adjusting activities according to pupil responses;
* Undertake programmes linked to local and national learning strategies e.g. literacy, numeracy, early years, recording achievement and progress and feeding back to the teacher;
* Support the use of ICT in learning activities and develop pupils’ competence and independence in its use;
* Prepare, maintain and use equipment/resources required to meet the lesson plans/relevant learning activity and assist pupils in their use.

**Support for the School**

* Be aware of and comply with policies and procedures relating to child protection, health, safety and security, confidentiality and data protection, reporting all concerns to an appropriate person;
* Be aware of and support difference and ensure all pupils have equal access to opportunities to learn and develop;
* Contribute to the overall ethos/work/aims of the school;
* Appreciate and support the role of other professionals;
* Attend and participate in relevant meetings as required, eg Review meetings;
* Participate in training and other learning activities and performance development as required;
* Accompany teaching staff and pupils on visits, trips and out of school activities as required and take responsibility for a group under the supervision of the teacher;
* First Aid.

*Job Description and personal contributions will be reviewed annually with the Head or Deputy Head Teacher.*

**PERSON SPECIFICATION**

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| **ATTRIBUTES** | **ESSENTIAL** | **DESIRABLE** |
| **Qualifications** | English & Maths equivalent to GCSE Grade C or above  | TA specific qualification equivalent to NVQ Level 2 or 3First Aid certificate. |
| **Experience** | Experience of working with children and young people (either paid or unpaid). | Experience of working with children with special needs.Recent experience of working in a school. |
| **Knowledge**  | A knowledge and understanding of the varied needs of children as they develop socially and academically. | Knowledge of behaviour management techniques that support school and classroom practices. |
| **Skills & Ability** | A commitment to promoting equal opportunities and meeting individual needs.Effective communication skills and ability to engage with children in play.Ability to work effectively as part of a team and to and manage own time.Get involved in professional development, andattend courses;Effective communication, interpersonal and organisational skills. | Ability to use ICT/the internet and email to support pupils’ learning |