Lytchett Minster School
Job Details and Person Specification

Post: **Teaching Assistant**
Job ref: **XS 10.4d Dorset Grade 5**
Reports to: **Classroom Teacher / Inclusion Leader**

Main job purpose

The post holder will play an important role in supervising students within KS3 and KS4 with general special educational needs. Teaching Assistants provide both in-class and small group support for students working alongside classroom teachers and the Inclusion Leader.

The Student Support Centre is located in the Lulworth block in a suite of fully equipped rooms. The attractive facilities include specialist teaching areas equipped with computers alongside smaller interview/work rooms.

The team consists of the Special Education Needs Co-ordinator (SENDCO, who is also our Inclusion Leader), a specialist teacher and a team of excellent, enthusiastic and friendly teaching assistants and is ably supported by an Administrative Assistant.

We have about 200 students on the SEN register with a wide range of learning and behavioural needs. Teaching Assistant time is generally spent in the classroom supporting a small number of students with learning or behavioural needs. Some time will be spent liaising with the SENDCO and other relevant staff. In addition, Teaching Assistants are required to write brief reports on students' progress and make contributions to review meetings. For some teaching assistants there is the opportunity to become involved in running intervention programmes.

Experience of working with autistic students would be a significant advantage.

Main duties

To support the teaching and learning processes:

1. To assist the SENDCO and team in developing, implementing and managing individual/group student learning strategies aimed at the
    - management of student behaviour
    - establishing and maintaining of relationships with individual students and groups in support of students in learning activities
    - continuous review and development of professional practice
    - Inclusivity of students with identified SEN needs

Under the guidance and direction of the class teacher/SENDCO:

1. Develop, maintain and apply knowledge and understanding of students' general and specific learning needs. To ensure that support is given to them at an appropriate level.
2. Teaching support is delivered individually and in groups through a range of tasks, mainly:
3. Supporting and directing literacy and numeracy tasks, clarifying and explaining instructions
4. Focus support in areas needing improvement both academic and social.

5. To support the use of ICT in the classroom and work with and support students to ensure they are able to use ICT and other specialist equipment to enhance their learning.
6. Motivate and encourage students to concentrate on and fulfil the tasks set.
7. Undertake learning activities with students of varying abilities to ensure differentiation and access to the curriculum.
8. Seek to ensure the promotion and reinforcement of students' self-esteem, appropriate levels of effort and behaviour and to guide students to become independent learners.
9. Contribute to the assessment of students' learning, in particular with regard to Literacy, Numeracy, Science and ICT skills.
10. Contribute to the implementation of the National and/or Foundation Curriculum and specific individual students' targets and/or group targets.
11. To promote students' academic, social and emotional development and assist teaching staff in the development of learning strategies, with the provision of teaching and learning resources and in the preparation and maintenance of a safe, secure and suitable learning environment.
12. Assist in the development, monitoring and evaluation of programmes of work.
13. To upkeep data files, catalogue resources, maintain inventories, photocopy, record TV programmes and use I.T. systems for administration and educational purposes.
14. Contribute to and assist in the development and monitoring of systems for review and recording of students' progress, both academic and social.
15. Assist in the preparation for educational visits, and where appropriate accompany/supervise students undertaking off-site activities.
16. Attend and contribute to school staff meetings and in-service training within contracted hours or outside normal hours by agreement.
17. Contribute to the process of school self-review.
18. To liaise with parents and other professional agencies in support of students' needs.
19. To provide care and supervision of students within the classroom, within the school and outside of the school.
20. Supervise students using cloakrooms, showers and toilet facilities. Supervise students in playgrounds and when entering and leaving using school transport.
21. Develop an understanding of and provide for students' specific personal needs to ensure a safe learning environment. This may include providing some direct personal care, support and assistance to the student in respect of toileting, eating, mobility and dispensing medication.
22. To assume sole supervision of groups of students. This may include whole classes for short periods in the absence of the teacher.
23. Additionally, under the overall direction of teaching staff the job may include some or all of the following duties, depending on the needs of students:
24. Where a current First Aid qualification is held, in the absence of other medical facilities:
    a. Maintain First Aid equipment and materials, and dispense medicines in accordance with school policy and Health and Safety guidelines.
    b. Undertake First Aid
25. Under the direction of Health Service professionals, undertake activities in support of occupational, physio and speech therapy.
26. Under the direction of teaching staff and, where appropriate, to assist in the development of Individual Education Plans for students with special educational needs and contribute to IEPs.
27. To undertake a key worker role when required.
28. To work with student groups, using a range of strategies to gain acceptance and inclusion of students with special educational needs.
29. Monitor and support students/volunteers placed within the school on work experience programmes.
30. To assist in the supervision of Standard Assessment Tasks and tests / assessments as directed
31. To assist in the preparation and maintaining the learning environment

32. To contribute to the assessment by the teacher of student performance in maintaining records of student performance and achievement, noting areas of weakness and need for development and drawing to the teacher's attention areas requiring further review.
33. To observe and comment upon student performance, conduct, behaviour and interaction with peer group and parents.
34. To contribute to the planning and evaluation by the teacher of individual (and group) student's learning activities.
35. To undertake continuous professional development
36. Promoting and safeguarding the welfare of children and young people in accordance with the school's safeguarding and child protection policy.

Person Specification

- GCSEs (or equivalent) in English and Maths, qualifications in literacy/numeracy and NVQ Level 2 of the National Framework, ideally working towards Level 3
- Experience of working with children in an educational setting is essential
- Background knowledge of the Foundation and National Curriculum
- You will be expected to develop a working knowledge of the School's procedures and policies
- Knowledge of legislation and regulations applicable to the support and care of students
- Knowledge of students' individual targets, and where appropriate may require more specialised knowledge in specific curriculum areas
- Significant empathy with students who have additional or special educational needs. Where appropriate to be prepared to undertake special skills training, i.e. signing, to meet additional education and communication needs.
- Willingness to attend courses as required to enhance the knowledge, understanding and skills to improve the level and quality of support given to students and teachers.
- Excellent communication skills working with young people and colleagues at all levels
- Sound interpersonal and supervisory skills, supported by recognised training are required to assist in managing available resources
- Qualities required are discretion, loyalty, commitment, patience, flexibility, good personal organisation, firmness and a good team player

Conditions of Service

Salary Grade:	Grade 5 (spinal column points 5 – 6)
Salary rate:	£17,958 - £18,244 per annum
Contractual hours:	30 hours per week 8.35am – 3.15pm, Monday to Friday (unpaid lunch from 12.35pm-1.15pm)
Contract type:	Fixed term until 31st August 2027 (maternity cover contract)
Contractual weeks:	Term time only
Annual Leave:	Leave entitlement including bank holiday payments included in salary – no entitlement to take leave during term time