BIDDENHAM INTERNATIONAL SCHOOL & SPORTS COLLEGE

JOB DESCRIPTION

Job Title: Level 3 Teaching Assistant with responsibility for PSHE

Grade NJC Level 3D (point range 7-11)

Hours 37 hours per week, term time only including 5 training days

Responsible to: SENDCo

Job Purpose To work as part of a professional team to provide support to students with special educational needs

**MAIN DUTIES AND RESPONSIBILITIES**

As for a L2 Teaching Assistant with additional roles and responsibilities as detailed below:

**Support for Students**

* To work with the PSHE Lead to ensure all resources are appropriate and relevant for students with SEND.
* To take the lead on developing additional resources or looking for external agency support to deliver PSHE specific for SEND students’ needs, this can be taught in R9 during PSHE time.
* To assist with the pastoral care of students with SEND, attending to their personal and social needs as necessary and building and maintaining successful relationships with them.
* To promote and support the inclusion of all students in the learning activities in which they are involved.
* To attend Inclusion meetings as required.
* To assist with preparation for school visits and the supervision of students on such visits, in liaison with the Educational Visits Coordinator.
* To lead PSHE classes for small groups of students with SEND.
* To create, monitor and review Pupil passports and Learning plans for students identified as having SEND.

# Support for Teachers

* Under the supervision of the class teacher, to undertake a range of teaching activities with individuals, groups of students and the whole class, where appropriate, using a range of techniques to present learning tasks and curriculum content in a clear and stimulating manner in order to maintain students’ interest and motivation.
* Under the supervision of the classroom teacher to plan, devise and extend appropriate educational activities. This will include contributing to the development of Pupil passports and Learning plans and will require the understanding of aims, content, teaching strategies and intended outcomes of lessons. To support and work with teachers to identify and respond appropriately to individual differences between students so that demanding expectations may be set and to contribute to decisions about the most appropriate learning goals and strategies.
* To assist the classroom teacher in evaluating students’ progress through a range of monitoring and assessment activities, using the results of this monitoring to inform further support work, developing students’ skills and learning and to give oral and written feedback on attainment and progress to both students and the teacher, as required.
* To efficiently prepare, maintain and use appropriate classroom teaching materials and equipment, including organising the use of audio/visual and ICT equipment, bearing in mind the efficient usage of school resources.
* To support expectations of student attitude and behaviour and assist in securing appropriate standards of discipline to create and maintain a purposeful, orderly and supportive environment for students’ learning.

**Support for the Curriculum**

* To maintain familiarity with the relevant requirements of the curriculum to assist with the effective teaching of basic skills and support work and to ensure that opportunities are taken to develop students’ learning and skills.
* To support the teaching of literacy, numeracy or other specific curriculum areas as required and agreed with the Headteacher/Manager.

**Support for the School**

* To work collaboratively with colleagues as part of a professional team, in particular the class teacher, the Special Needs Co-ordinator (SENDCo) and other teaching assistants; working at all times within school policies and procedures.
* To attend staff and management meetings as required and where appropriate act as spokesperson for teaching assistants.
* To liaise as necessary with parents and carers and with outside agencies, offering support and advice as appropriate, including at relevant parents evenings.
* To maintain confidentiality at all times in respect of school-related matters and to prevent disclosure of confidential and sensitive information.

**GENERAL**

* To be aware of and comply with policies and procedures relating to child protection and Safeguarding, including PREVENT, health and safety, confidentiality and data protection; reporting all concerns to an appropriate person.
* Anything else that the Headteacher might reasonably request or is required to ensure the job is completed.

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**PERSON SPECIFICATION**

**LEVEL 3 TEACHING ASSISTANT**

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| **Attributes** | **Essential** | **Preferred** |
| **Education/**  **Qualifications** | * 5 GCSEs including English and Maths, A\*-C or equivalent. | * Satisfactory completion of HLTA training. Educated to A Level standard. * Educated to Degree standard. |
| **Experience** | * Evidence of work experience relevant to the main responsibilities of the post and that of a teaching assistant for students with SEND. | * Previous experience of working in an educational setting. * Previous experience as a Teaching Assistant. * Evidence of successful experience working with young people with SEND. * Previous experience of using a SIMS database. * Experience of delivering small group activities/lessons |
| **Skills/**  **Knowledge/**  **Aptitude** | * Understanding of the range of special educational needs in a mainstream school. * Understanding of strategies for teaching and learning to support students with SEND and a commitment to raising standards. * Understanding of the National Curriculum. * Knowledge of how ICT is used to support students’ learning and ability to use ICT effectively in a classroom setting. * Ability to fully utilise Windows based software applications eg: Excel, Word processing, PowerPoint and the Internet for recording, monitoring and reporting. * Ability to undertake a range of teaching activities with confidence, working effectively with individual students, groups of students and whole classes. * Ability to contribute to planning and preparation of lessons and teaching materials. * Ability to contribute to assessment and monitoring of student progress. * Good interpersonal skills, written communication skills and organisation/time management skills. * Ability to work collaboratively with teachers and others. * Ability to take responsibility and work with autonomy within set boundaries. * Commitment to equality principles. | * Ability to effectively support and work with parents and carers. * Ability to use SIMS database. * Ability to supervise others effectively, as required. * Awareness and understanding of the SEND Code of Practice (2015) |
| **Other** | * Willingness to attend additional training relevant to the post in order to achieve best practice. * Flexible attitude to working |  |