

Job Description



Job Title:	Specialist Resource Provision - Teaching Assistant
Grade:	Aquila APL - 'B' £22,278 to Level 'D' £23,695 FTE
Hours:	32.5 per week, Term Time Only
Reports to:	Specialist Resourced Provision Lead Teacher.
Accountable to:	Headteacher

1. Job Summary

To work with the Specialist Resourced Provision Lead Teacher to support inclusion, integration and teaching and learning for children in the Specialist Resourced provision.

2. Key Working Relationships

- Headteacher;
- Specialist Resourced Provision Lead Teacher; Teacher; HLTA
- Teaching Assistant colleagues;
- Parents and pupils;
- Safeguarding and health and safety leads;
- Visitors.

3. Key Result Areas

Areas

- Support with the planning and implementation of appropriate routines and structures to support children with ASD needs within the Specialist Resourced Provision.
- Work with individuals or small groups of pupils in the Specialist Resourced Provision classroom under the direct supervision of the SRP lead teacher.
- Provide support for pupils to access mainstream integration opportunities.
- Liaise with the SRP Lead Teacher to plan and deliver specialist interventions suitable to the needs of children in the SRP, and to include children with similar needs from the main school context as appropriate.
- Create and maintain a purposeful, orderly and supportive environment, in accordance with daily plans;
- Attend weekly support meetings with the Lead Teacher to review best practice measures
- Support pupils to understand instructions and develop independence in learning.
- Support staff in behaviour management and keeping pupils on task;
- Support pupils in social and emotional well-being, reporting problems to the teacher as appropriate;
- Prepare and clear up learning environment and resources, including photocopying, filing and the display and presentation of pupils work and contribute to maintaining a safe environment;
- 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;

Teaching Assistants in this role may also undertake some or all of the following:

- Record basic pupil data
- Support children’s learning through play
- Assist with break and lunch-time supervision including facilitating games and activities
- Assist with escorting pupils on educational visits
- Support pupils in using basic ICT
- Assist with pupils’ personal needs including toileting, hygiene, dressing and eating, as well as help with social, welfare and health matters, reporting problems to the teacher as appropriate. Physically assist pupils in activities (may involve lifting, where mobility is an issue)
- Assist with pupils on therapy or care programmes, designed and supervised by a therapist / teacher

Safeguarding

- St Nicholas CE Primary Academy is committed to safeguarding and promoting the welfare of children and young people and expects all staff and volunteers to share this commitment.

Equality and Diversity

- The Academy is committed to valuing diversity in employment, service delivery practices and its general environment. An expectation of all leadership posts within the Academy is that each individual will take responsibility for promoting inclusive and accessible service provision, staff development and a culture that values and respects difference.

4. Statement

The list of duties in the job description should not be regarded as exclusive or exhaustive. There will be other duties and requirements associated with your job, and, in addition, as a term of your employment you may be required to undertake various other duties as may reasonably be required by the Headteacher.

Your duties will be set out in the above job description, but please note that St Nicholas CE Primary Academy maintains the right to update your job description from time to time, to reflect changes in or to your job. You will be consulted about any proposed changes.

Signed: Date:
Teaching assistant

Signed: Date:
Headteacher



Person Specification: SRP Teaching Assistant

AREA	ESSENTIAL	DESIRABLE
Qualifications	<ul style="list-style-type: none"> Level 3 Diploma (or equivalent) with proficient practical skills for supporting children in a classroom environment. 	<ul style="list-style-type: none"> Teaching Assistant qualification.
Experience	<ul style="list-style-type: none"> Previous experienced of working with children. 	<ul style="list-style-type: none"> Experience of providing teaching assistance within a school. Experience of working with children with ASD.
Knowledge	<ul style="list-style-type: none"> Knowledge of policies and procedures relating to child protection, health, safety, security, equal opportunities and confidentiality 	<ul style="list-style-type: none"> Knowledge of the primary school curriculum.
Skills	<ul style="list-style-type: none"> Numeracy and literacy skills; Basic IT skills; Have the ability to relate well to children and adults, understanding their needs and being able to respond accordingly; Good influencing skills to encourage pupils to interact with others and be socially responsible. 	
Attributes	<ul style="list-style-type: none"> Ability to work as part of a team; Calm, friendly nature; Flexible approach to tasks, new ideas and change. Actively enjoys working with children, has empathy and is sympathetic to their needs. Professionally discreet and able to respect confidentiality. Confident and able to use own initiative. Patient and resilient 	