

BROOMHILL BANK SCHOOL

JOB DESCRIPTION

JOB TITLE: Specialist Teaching Assistant - one to one - supporting a visually impaired student

REPORTING TO: TA Manager / Head of School

SALARY RANGE: Kent Range KR4 or KR5 (dependent upon experience)

EFFECTIVE DATE OF JOB DESCRIPTION: August 2023

1	JOB PURPOSE
	To provide outstanding support for teaching and facilitate outstanding independent learning at Broomhill Bank School.
2	TEACHING AND LEARNING
2.1	To oversee the safety, mobility, hygiene and wellbeing of the learner(s) - including within manual handling guidance.
2.2	Support learning in the classroom under the direction of the teacher to enable the student(s) to make maximum progress towards achieving their agreed targets. Schemes of work are developed for each student based on their targets, including developing independence, promoting their self-esteem, and opportunities for academic progress.
2.3	Support inclusion in the classroom, ensuring learners feel involved with tasks and activities and they are in the correct format for the student to learn.
2.4	Contribute to the facilitation of excellent behaviour for learning, establish and maintain positive relationships with individual students and groups.
2.5	Manage classroom activities safely ensuring that the physical learning space and the resources in it are conducive to student learning needs and meeting specific needs.
2.6	Be able to use a range of strategies to deal with classroom behaviour and understand individual behavioural needs to ensure students' learning needs are met.
2.7	Administer routine tests and undertake routine marking as directed maintaining records as requested in order to allow the class teacher to concentrate on other activities requiring their professional input. Support the class teacher with formative assessment within the lesson providing constructive feedback to students, both written and verbal.
2.8	Promote good student behaviour, dealing promptly with conflict and incidents in line with established policy. Encourage students to take full responsibility for their own behaviour in order to maintain required standards of discipline and students' wellbeing, health and safety.
2.9	Work within the Code of Practice relating to Special Educational Needs.
3	RESPONSIBILITIES SPECIFIC TO ROLE
3.1	Set and maintain high standards of discipline and behavior throughout school, to provide a climate where all students can learn, and staff can teach.
3.2	Print and prepare materials to support the students with their learning and their specific need

	requirements.
3.3	Support students and staff with the school's behavior for learning policy.
4	STANDARDS AND QUALITY ASSURANCE
4.1	Support the aims and ethos of the school.
4.2	Set a good example in terms of presentation, punctuality and attendance and behaviour.
4.3	Attend and participate in 'special' school events and student performances.
4.4	Actively uphold the school's Behaviour for Learning policy, school rules and uniform requirements.
4.5	Participate in staff training with commitment to own Continuous Professional Development and enthusiastic participation in leadership training activities.
4.6	Attend team and other school meetings.
5	OTHER DUTIES AND RESPONSIBILITIES
5.1	Responsible via coaching, mentoring and Appraisal for own practice and continuing professional development; identifying training and development needs in line with school policy and maintaining a CPD portfolio reflecting personal and professional achievements.
5.2	Share in the corporate responsibility for the well-being and discipline of all students and staff.
5.3	Visibly support and uphold the school policies for Behaviour for Learning, discipline, bullying and health and safety, and the school's Equality Duties.
5.4	Work within the policies, codes of practice and legislation relating to the school, reporting any concerns to the relevant person.
5.5	General involvement in the efficient day-to-day running of the school.
5.6	Participate in student Keyworking/mentoring/coaching.
5.7	Carry out any other duties as may reasonably be requested by the Head of School, Executive Headteacher or Governing Body.

The governors are committed to safeguarding and promoting the welfare of children and the successful candidate will therefore be subject to an Enhanced Check with the Disclosure Barring Service as well as other employment checks in line with Keeping Children Safe in Education statutory guidance.

Broomhill Bank School recognises diversity and welcomes applications from anyone with relevant qualifications and knowledge.