



The Charles Dickens School

Job Description:	Specialist Teaching Assistant supporting a specific student
Grade:	BCAT 4
Employed for:	30 hours per week, term time only + 1 SDD – for as long as student at the school.
Hours:	08.30 – 15.30 Mon – Fri (to include 60 minutes unpaid lunch break)
Responsible to:	SENCO
Responsible for:	Supporting SEND students,

Purpose: To work with classroom teachers to support the delivery of quality teaching and learning and to help raise standards of achievement for all students.

To deliver support programmes that enable all students to access the curriculum.

Safeguarding

To promote safeguarding at all levels of the School as a member of support staff. A key focus of this role is to Safeguard all students at all levels across the school community. **It is expected that support staff will support teachers, Lead teachers, HOY and the DSL/ Lead Deputy DSL/ Deputy DSLs in the discharge of their DSL responsibilities:**

Policy and Procedure

- Act as a champion of the school's safeguarding policy and procedures and make sure you access these and understand them
- Be aware of your responsibility to challenge behaviour which breaches any of the school policies
- Be aware of, and actively promote, safeguarding within your teaching classes/form classes and within your designated curriculum area and promote your teaching as a vehicle to safeguard students.

Training

- Undergo training to develop and maintain the knowledge and skills required to carry out your role effectively with respect to safeguarding
- Refresh knowledge and skills at least annually to remain up to date with any developments relevant your role and your responsibilities for safeguarding
- Obtain access to relevant resources

All members of staff have a responsibility to:

- To provide a safe environment in which children can learn.
- Be prepared to identify children who may benefit from early help.
- To understand the early help process and their role in it.
- To understand the schools safeguarding policies and systems.
- To undertake regular and appropriate training which is regularly updated.
- Be aware of the process of making referrals to children's social care and statutory assessment under the Children Act 1989.
- Know what to do if a child tells them that he or she is being abused or neglected.
- Know how to maintain an appropriate level of confidentiality.
- Be aware of the indicators of abuse and neglect so that they are able to identify cases of children who may be in need of help or protection.

Necessary Experience

- Good standard of Education (Level 3) together with good numeracy and literacy skills (GCSE English and Maths or equivalent).
- At least 2 years' experience of working closely with SEND students.
- Ability to use technology to a good standard (computer, tablets, photocopier etc)
- Knowledge of policies and procedures relating to child protection, health, safety, security and confidentiality.
- Ability to relate well with children and communicate diplomatically and tactfully with adults (e.g. parents)
- Must be motivated and be able to work independently with minimal supervision.

Person Specification

A Specialist Teaching Assistant should be:

- Proactive and dynamic
- Approachable
- A good listener
- Non-judgemental
- A role model
- Positive and reliable
- Realistic
- Patient

Through their work with students they will seek to:

- Support students in classrooms
- Help to raise standards and achievement

Accountabilities	Tasks/Actions
SEND	<ul style="list-style-type: none"> • Liaise with teachers regarding planning and differentiation of work using appropriate technology and other communication tools when needed. • Know and support student targets. • Facilitate access to the curriculum by supporting in class

	<ul style="list-style-type: none"> • Adapt materials/resources for lessons including the use of appropriate technology and other communication tools. • Promote positive standards of behaviour – e.g. by keeping students on task, developing positive relationships, modelling good behaviour, supporting school behaviour policy. • Under direction, deliver specialist programmes e.g. physiotherapy, occupational therapy etc. • Under direction, deliver interventions to support progress e.g. reading, comprehension, spelling support etc. • Administer routine tests and undertake routine marking of work. • Assist students in moving around the school, including operation of the hoist and, if and when necessary, conducting safe manual handling. • Support with medical procedures including, but not limited to, peg feeding and regular maintenance of a trachea tube. • Support students in the development of life and social skills, e.g. by facilitating activities at break and lunch time. • Undertake support activities outside of lessons e.g. break/lunch time supervision, meeting students in the morning and accompanying them to reception at the end of the day. • Act as a daily point of communication with student's families and as an advocate for special needs in school. • Accompany and supervise students on off-site activities and external provisions e.g. school trips, placements. • Provide access arrangement support in internal and external exams. • Actively promote all aspects of the school's SEND provision in a positive way.
Administration	<ul style="list-style-type: none"> • Provide clerical/admin support e.g. photocopying, printing, displays etc. • Monitor and record progress and performance • Attend Annual Reviews for and assist the SENCO and other, relevant professionals in preparing reports for these meetings
General	<ul style="list-style-type: none"> • Follow the School's child protection procedures in cases where there is concern over the safety or emotional wellbeing of a student. • Maintain strict confidentiality with regard to both the staff and students within the outside school. • Work effectively as a team member. • Provide a positive role-model in terms of timekeeping, dress code and work ethos. • Support the management of health and safety in accordance with the health and safety policy. • Employees are expected to be courteous to colleagues and students and to provide a welcoming environment to visitors and telephone callers. • The school will endeavour to make any necessary reasonable adjustments to the job and the working environment to enable access to employment opportunities for disabled job applicants or for continued employment for any employee who develops a disabling condition.

Staff Development

- To assess development and training needs and discuss with line manager.
- To undertake and update essential training to meet the needs of SEND students' needs including, but not limited to, moving and handling, first aid etc.
- To set targets before any development activity and review and evaluate the activity after completion, cascading information to the appropriate staff members when relevant.
- To participate fully in training and other staff development activities and keep personal records of all such activities
- Attend relevant meetings as directed.

Conditions

- Teaching Assistants will undertake any other duties which from time to time may be required and be relevant and commensurate with the post, as deemed necessary by the Executive Headteacher or Headteacher
- The job description will be reviewed at the end of the academic year or earlier if necessary. In addition, it may be amended at any time after consultation with you.

Two copies of this job description should be signed, the post holder retaining one and the Executive Headteacher/Headteacher the other.

Signed..... Date.....