

School:

Grade: Kent Range 6

Responsible to: Line Manager

Purpose of the Job:

To work with teachers as part of a professional team to organise and support teaching and learning activities for SEN pupils, including classes. The primary focus is to work with individuals and groups delivering specified work under the direction and supervision of a qualified teacher. The individual provides specialist learning support for pupils identified as having learning difficulties, including complex and multiple special education needs, in a broad range of different learning situations and settings. The post holder also plans, organises and undertakes other related duties to fully support and underpin learning, personal and social development.

Key duties and responsibilities:

1. Use teaching and learning objectives to plan, evaluate and adjust lessons/work plans as appropriate within agreed systems of supervision
2. Deliver specified work to individuals and small groups modifying and adapting activities as necessary
3. Work with pupils on therapy or care programmes, designed and supervised by a therapist/care professional
4. Provide specialist support to pupils with severe learning, behavioural, communication, social, sensory or physical difficulties
5. Monitor pupils conduct and behaviour throughout the learning process and intervene to resolve highly complex, difficult or very challenging issues
6. Assess, record and report on development, progress and attainment
7. Liaise with staff and other relevant professionals and provide specialist support/advice to meet the needs of pupils
8. Assess the needs of pupils and use detailed knowledge and specialist skills to support pupils' learning
9. Attend to pupils' personal needs including toileting, hygiene, dressing and eating, as well as help with social, welfare and health matters.

Additional Support Needs Assistants at this level may also undertake some or all of the following:

1. Administer medication in accordance with an agreed plan under direction of healthcare practitioner and following appropriate training
2. Assist in the development and implementation of individual development plans for pupils (such as Individual educational plans), including attendance at, and contribution to, reviews
3. Support the role of parents/carers in pupils' learning and contribute to meetings with parents/carers to provide constructive feedback on pupil progress/achievement etc

4. Contribute to the development of policies and procedures
5. Supervise the work and development of other classroom support staff
6. Be responsible for the preparation, maintenance and control of stocks of materials and resources
7. Liaise with external agencies on a regular basis
8. Provide pastoral care to pupils for example as head of year or tutor group
9. Be responsible for pupils who are not working to the normal timetable
10. Undertake training with specific area of expertise to ensure that staff, parents / carers are fully trained to meet the expectations of the school
11. Manage the induction of pupils into specialist units, classes or schools for pupils with special educational needs
12. Advise and assist pupils in the proper use and deployment of highly complex personal and learning aides and equipment.

Footnote: This job description is provided to assist the job holder to know what his/her main duties are. It may be amended from time to time without change to the level of responsibility appropriate to the grade of post.

For KCC purposes this post has been rated as DMA Level 1

Kent County Council

Person Specification: Teaching Assistant – AN – Level 2

The following outlines the criteria for this post. Applicants who have a disability and who meet the criteria will be shortlisted.

Applicants should describe in their application how they meet these criteria.

	CRITERIA
QUALIFICATIONS	GCSE/equivalent grade C or above in English and maths Level 2 or 3 Diploma (or equivalent) plus additional knowledge in specialist area Pediatric First Aid qualification would be an advantage
EXPERIENCE	Successful relevant experience of working with children (at least 2 years). Specialist training, for example, Manual Handling, Physical Restraint of pupils, feeding with gastric tube etc.
SKILLS AND ABILITIES	• Have necessary skills to manage and supervise whole class activities safely and be able to use a range of strategies to deal with pupil behaviour • Ability to use specialist equipment/materials and be able to demonstrate and assist others in their use. • Be able to devise and implement structured learning activities, under the direction of the teacher, and be able to evaluate their effectiveness and measure pupils' progress, giving feedback as required. • 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.
KNOWLEDGE	Have good working knowledge of relevant policies and procedures relating to child protection, health, safety, security, equal opportunities and confidentiality.

You may wish to add required behaviours. For more information visit:

<https://shareweb.kent.gov.uk/Documents/jobs/working-for-us/Behaviours-up-to-KR12.pdf>