



## JOB DESCRIPTION

### TEMPORARY TEACHING ASSISTANT

**POSITION: TEMPORARY TEACHING ASSISTANT**

**SALARY + HOURS: SCALE 4, (18-21) 35 HOURS PER WEEK, TERM TIME ONLY**

**CONTRACT: PERMANENT**

**CLOSING DATE FOR APPLICATIONS: Friday 2<sup>nd</sup> March 2018**

**START DATE: ASAP**

Purpose: To meet the needs of designated students who have been identified as having learning needs, complex needs, social emotional and mental health needs and in particular those for whom behaviour is a barrier to learning, through delivering targeted provision. Work with teachers as required meeting the needs of all students designated SENS. This will enable these students to make outstanding progress at Sydney Russell.

### Main Duties:

- Work closely with colleagues across the school to promote the inclusion and acceptance of all pupils.
- Act as a Key Worker to designated students and be responsible for their plans.
- Set challenging and demanding expectations and promote self-esteem and independence of designated students.
- Implement strategies that enable students primarily with social emotional, mental, health and behaviour needs to meet their learning objectives and progress targets. This will include providing individual support to students and groups of students both in lessons and in other contexts.
- Provide information for discussions and meetings with teachers
- Contribute to a system of recording pupil progress in conjunction with the class teacher and Inclusion Leaders.
- Support teachers in class through developing resources and learning activities that engage learners with complex needs and in particular where behaviour is a barrier to learning. This includes the use of ICT.
- Encourage pupils to interact with others and engage in activities led by the teacher; promote good pupil behaviour and encourage pupils to take responsibility for their own behaviour.
- Assist with the provision of exam special arrangements for identified students.
- Liaise with parents/carers of identified students; ensure that there is regular communication with and reporting to parents/carers and that all paperwork is completed accurately and in a timely manner, in particular for review purposes.



- Liaise with external agencies as required, including educational psychologist and specialist learning support services.
- Work closely with teaching staff to develop strategies when working with students with special educational needs; To participate in the evaluation of the support programme.
- Be responsible, in the school setting, for the health, safety and welfare of pupils with SEN.
- Carry out, under guidance, auxiliary nursing activities in respect of pupils who may have limited physical independence and/or may require specific medical supervision.
- Assist in the physical management and intimate care of pupils with SEN.
- Implement, as appropriate, paramedical programmes as determined by therapists.
- Be conversant with and use appropriate signing system

**Other Specific Duties:**

- Assist in the supervision of students as required, for example in exams, on trips and at breaks.
- Act as a form tutor where required
- Demonstrate a continuous positive commitment to the school's policies including those relating to safeguarding children, health & safety, and equal opportunities.
- Implement and follow all school and partnership learning policies and procedures, including giving due regard to the schools equal opportunity policy.
- Ensure all work is appropriately documented and kept up-to-date.
- Keep abreast of current legislation and developments in relation to special educational needs and attend training where appropriate.
- Participate fully in the School's Self-Review, Performance Management/Staff Review and School Improvement Plan procedures.



**Title of Post: Teaching Assistant**

## PERSON SPECIFICATION

### Skills and Aptitudes

- Good skill/aptitude levels in dealing with adults and young people
- Ability to work with a wide range of individuals and external agencies
- Good communication skills (written and oral) and administrative skills
- Effective use of ICT and a range of stimulating material to support learning
- Work constructively as part of a team, understanding classroom roles and responsibilities and your own position within these

### Qualifications & Experience

- Minimum level 2 qualifications or equivalent in English and Maths.
- Level 4 qualifications with a degree is desirable
- A related SEN related qualification would be preferable
- Understanding of relevant policies/codes of practice and awareness of relevant legislation
- Good understanding of child development, behaviour and learning
- Experience of working with young people with complex learning difficulties and or behaviour difficulties.
- Knowledge and experience of procedures and legal requirements related to Child Protection and Safeguarding
- Outstanding record of attendance and punctuality

### Qualities

- High levels of integrity trust and endeavour
- Self-confidence and a calm approach when dealing with challenging and difficult circumstances
- A sense of ambition and empathy for all learners
- A self-starter who can set and meet deadlines and prioritise
- A problem solver who always wants to achieve better levels of service
- Approachable, flexible and with sound judgement