

School / Leeds City Council Job Description

School

Oulton Primary School

'This school is committed to safeguarding and promoting the wellbeing of all children, and expects our staff and volunteers to share this commitment'

Post Title

Teaching Assistant- SEND Specialist

GRADE

Level 2 (B3) Scale Points: 7-11

Post(s) to which directly responsible

Immediate Line Manager

Post(s) for which directly responsible

N/A

Purpose of job

To work under the instruction/guidance of teaching/senior staff to undertake work/care/support programmes, to enable access to learning for pupils and to assist the teacher in the management of pupils and the classroom. Work may be carried out in the classroom or outside the main teaching area.

Responsibilities

- To supervise and provide support for pupils, focusing on those with a wide range of SEND, including complex needs and SEMH, ensuring their safety and access to learning activities
- To assist with the development and implementation of SEND Support Plans, Individual Management plans and EHCPs
- To establish constructive relationships with pupils and interact with them according to their individual needs
- To promote the inclusion and acceptance of all pupils
- To encourage pupils to interact with others and engage in activities led by the teacher
- To set challenging and demanding expectations and promote self-esteem and independence
- To provide feedback to pupils in relation to progress and achievement under guidance of the teacher
- To create and maintain a purposeful, calm and supportive environment, in accordance with lesson plans and assist with the set-up of provision within the classroom
- To use strategies, in liaison with the teacher, to support pupils to achieve individual learning goals
- To assist with the planning of appropriate learning activities linked to individual needs

- To monitor pupil's responses to learning activities and accurately record achievement/progress as directed
- Provide detailed and regular feedback to teachers on pupil's achievement, progress, problems etc.
- To promote good pupil behaviour, dealing promptly with conflict and incidents in line with established policy/Individual Management Plans and encourage pupils to take responsibility for their own behaviour
- To establish constructive relationships with parents/carers
- To provide targeted, child appropriate feedback to move learning forward
- To provide clerical/administrative support - photocopying, typing, filing, money etc.
- To undertake structured and agreed learning activities/teaching programmes, adjusting activities according to pupil responses
- Contribute to children's assessment records including B-Squared and other statutory progress reviews
- To support the use of ICT in learning activities and develop pupils' competence and independence in its use
- To prepare, maintain and use equipment/resources required to meet the lesson plans/relevant learning activity and assist pupils in their use
- To 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
- To be aware of and support difference and ensure all pupils have equal access to opportunities to learn and develop
- To contribute to the overall ethos/work/aims of the school
- To appreciate and support the role of other professionals
- To attend and participate in relevant meetings as required
- To participate in training and other learning activities and performance development as required
- To assist with the supervision of pupils out of lesson times, including before and after school and at lunchtime
- To accompany teaching staff and pupils on visits, trips and out of school activities as required and take responsibility for a group under the supervision of the teacher
- To ensure promotion and support of Equal Opportunities and Health & Safety
- To undertake any other duties that are commensurate with the post

Relationships

The postholder will be required to work flexibly to deliver an efficient service.

There will be regular contact with pupils, colleagues, other members of staff, line managers and internal and external customers

Physical Conditions

The post is currently based at Oulton Primary School

Oulton is a new build, fully accessible by disabled persons and is all on the ground floor

This post is subject to an **enhanced Disclosure and Barring Service check** and the completion of a **Disqualification Declaration Form**.

The school operates a non-smoking policy anywhere on site.

Economic conditions

Grade:	Level 2 (B3)
Annual Leave:	Term time only working
Hours:	30 hours per week
Conditions of Service:	NJC Conditions apply

Prospects

Promotion

Whilst there is no automatic progression to any more senior posts, opportunities do exist for advancement and promotion, dependent upon normal staff movements and on the capabilities of the individual post holder.

Training

The school encourages training both "in-house" and external to meet the needs of the individual and of the Service.

QUALIFICATIONS

See employee specification.

EMPLOYEE SPECIFICATION:

Detailed below are the types of skills, experience and knowledge that are required of applicants applying for the post. The 'Essential Requirements' indicate the minimum requirements, and applicants lacking these attributes will not be considered for the post. The points detailed under 'Desirable Requirements' are additional attributes to enable the applicant to perform the position more effectively or with little or no training. They are not essential, but may be used to distinguish between acceptable candidates.

SKILLS	Ess	Des	MOA
Good numeracy/literacy skills	*		A & I
Effective use of ICT to support learning	*		A & I
Able to use a range of office equipment (e.g. printers, photocopiers, fax).	*		A & I
Ability to relate well to children and adults	*		A & I
Work constructively as part of a team	*		A & I
Maths and/or English Grades GCSE A-C or CSE level 1		*	A & C
First aid training (paediatric)/training as appropriate		*	A & C
Ability to self-evaluate learning needs and actively seek learning opportunities		*	A & I

KNOWLEDGE/QUALIFICATIONS/TRAINING	Ess	Des	MOA
Understanding of relevant policies/codes of practice and awareness of relevant legislation	*		A & I
Good understanding of child development and learning	*		A & I
Working with or caring for children of relevant age	*		A & I
Secure knowledge of how to support children with SEND and evidence of related CPD	*		A & I
Team Teach qualification (or willing to attend training) and working knowledge of de-escalation strategies	*		A & I
NVQ 3 for Teaching Assistants or appropriate level of experience of operating in the classroom environment		*	A & I/C
Training in the relevant learning strategies- specifically related to working with SEND pupils		*	A & I

EXPERIENCE	Ess	Des	MOA
Experience of dealing with queries from a wide range of people	*		A & I
Experience of working in a classroom, preferably within EYFS or KS1 in either a mainstream or special school	*		A & I
Experience of creating and maintaining a purposeful and inclusive environment in accordance with the schools' ethos and SEND offer		*	A & I

Experience with assisting in the planning of purposeful opportunities that support the learning goals of pupils with SEND needs		*	A & I
Experience of delivering high quality phonics lessons	*		A & I
Experience in the use of Smartboards and software packages	*		A & I
Experience of being a member of a team and working well with others	*		A & I
Experience of working with children with SEND/SEMH needs	*		A & I
Experience of delivering bespoke intervention from a pupil's individual learning plan and adapting as needed			
Experience of organising work tasks and duties to meet appropriate service standards e.g. in terms of timeliness and accuracy		*	A & I

BEHAVIOURAL AND OTHER RELATED CHARACTERISTICS	Ess	Des	MOA
Abide by the Council's Equal Opportunities Policy in the duties of the post, and as an employee of the Council.	*		E & I
Willing to carry out all duties having regard to an employee's responsibility under the Council's Health and Safety Policies	*		E & I
To display a responsible and co-operative attitude to working towards the achievement of the service area aims and objectives	*		E & I
An ability to respect sensitive and confidential work.	*		E & I
Commitment to own personal development and learning.	*		E & I

METHOD OF ASSESSMENT(MOA)	A = Application Form
	T = Test
	I = Interview
	C = Certificate