

## **HORIZONS SPECIALIST ACADEMY TRUST**

**POST TITLE:** SPECIAL NEEDS ASSISTANT (TA LEVEL 3)  
**GRADE:** (SCP 14-17)  
**REPORTS TO:** Principal  
**RESPONSIBLE FOR:** Support for students with Special Educational Needs

### **MAIN PURPOSE**

To work under the guidance of teaching/senior staff and within an agreed system of supervision, to implement agreed work programmes with individuals/groups, in or out of the classroom. This could include those requiring detailed and specialist knowledge in particular areas and will involve assisting the teacher in the whole planning cycle and the management / preparation of resources. Staff may also supervise whole classes occasionally during the short-term absence of teachers. The primary focus will be to maintain good order and to keep students on task.

### **JOB PROFILE**

#### **SUPPORT FOR THE STUDENT**

- Use specialist (curricular/learning) skills/training/experience to support students
- Assist with the development and implementation of IEPs
- Establish productive working relationships with students, acting as a role model and setting high expectations
- Promote the inclusion and acceptance of all students within the classroom
- Support students consistently whilst recognising and responding to their individual needs
- Encourage students to interact and work co-operatively with others and engage all students in activities
- Promote independence and employ strategies to recognise and reward achievement of self-reliance
- Provide feedback to students in relation to progress and achievement

#### **SUPPORT FOR THE TEACHER**

- Work with the teacher to establish an appropriate learning environment
- Work with the teacher in lesson planning, evaluating and adjusting lessons/work plans as appropriate
- Monitor and evaluate students' responses to learning activities through observation and planned recording of achievement against pre-determined learning objectives
- Provide objective and accurate feedback and reports as required, to the teacher on student achievement, progress and other matters, ensuring the availability of appropriate evidence
- Be responsible for keeping and updating records as agreed with the teacher,

- contributing to reviews of systems/records as requested
- Undertake marking of students' work and accurately record achievement/progress
- Promote positive values, attitudes and good student behaviour, dealing promptly with conflict and incidents in line with established policy and encourage students to take responsibility for their own behaviour
- Liaise sensitively and effectively with parents/carers as agreed with the teacher within your role/responsibility and participate in feedback sessions/meetings with parents with, or as directed
- Supervise and assess routine tests and invigilate exams/tests
- Provide general clerical/admin support e.g. administer coursework, produce worksheets for agreed activities etc.

## **SUPPORT FOR THE CURRICULUM**

- Implement agreed learning activities/teaching programmes, adjusting activities according to student responses/needs
- Implement local and national learning strategies e.g. literacy, numeracy, KS3, early years and make effective use of opportunities provided by other learning activities to support the development of relevant skills
- Support the use of ICT in learning activities and develop students' competence and independence in its use
- Help students to access learning activities through specialist support
- Determine the need for, prepare and maintain general and specialist equipment and resources

## **SUPPORT FOR THE SCHOOL**

- 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
- Be aware of and support difference and ensure all students have equal access to opportunities to learn and develop
- Contribute to the overall ethos/work/aims of the school
- Establish constructive relationships and communicate with other agencies/professionals, in liaison with the teacher, to support achievement and progress of students
- Attend and participate in regular meetings
- Participate in training and other learning activities as required
- Recognise own strengths and areas of expertise and use these to advise and support others
- Provide appropriate guidance and supervision and assist in the training and development of staff as appropriate
- Supervise students on out of school activities as required
- Accompany teaching staff and students on visits and trips as required with appropriate responsibility
- Any other duties of a similar nature related to the post which may be required from time to time.

PERSON SPECIFICATION		
TEACHING ASSISTANT LEVEL 3		
CATEGORY	ESSENTIAL	DESIRABLE
QUALIFICATIONS	<p>5 passes at GCSE level including Maths &amp; English at grade A to C</p> <p>NVQ Level 3 or equivalent qualification in Teaching Assistance</p>	<p>Current first aid certificate</p> <p>Lifting and handling accreditation</p> <p>Full driving licence</p> <p>TEAM TEACH qualified</p> <p>MIDAS accreditation for mini-bus driving</p>
EXPERIENCE	Experience of working as a teaching assistant or with children in a school based setting.	Previous experience of working with children who have special educational needs
KNOWLEDGE	Broad understanding of child development	Experience and understanding of behaviour management
SKILLS	<p>Ability to communicate clearly and effectively</p> <p>Ability to work as part of team including parents, colleagues and other professionals</p> <p>Good organizational skills</p> <p>Ability to follow instructions closely and consistently</p>	<p>ICT literate</p> <p>Knowledge of safeguarding and child protection procedures and policies</p> <p>Working knowledge of relevant policies and codes of practice related to special educational needs.</p>
PERSONAL ATTRIBUTES	<p>Enthusiastic and positive approach</p> <p>Commitment to professional development</p> <p>Flexibility and willingness to accept change</p>	

