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	5 passes at GCSE level including Maths & English at grade A to C NVQ Level 3 or equivalent qualification in Teaching Assistance	Current first aid certificate Lifting and handling accreditation Full driving licence TEAM TEACH qualified MIDAS accreditation for mini-bus driving
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	Ability to communicate clearly and effectively Ability to work as part of team including parents, colleagues and other professionals Good organizational skills Ability to follow instructions closely and consistently	ICT literate Knowledge of safeguarding and child protection procedures and policies Working knowledge of relevant policies and codes of practice related to special educational needs.
PERSONAL ATTRIBUTES	Enthusiastic and positive approach Commitment to professional development Flexibility and willingness to accept change	