



## **Job Description for Teaching Assistant Special Needs Level 1**

Job Title: Teaching Assistant Special Educational Needs Job reference 1483

Pay Grade Grade D - (point 3 to 4)

Weeks per Year: 38 (term time only)

Hours per week – 32.5 (Mon – Fri 8.30 – 3.30 to include 0.5hrs lunch cover and 0.5hrs lunch break)

Responsible to: Class teacher

### **General Description of Post**

To work as part of the Learning Support team in supporting and including students with learning difficulties / disabilities in mainstream classes. This role is a one to one support for a child in the Year 3 class and will be a physical role.

The Head Teacher is responsible for the overall policy and educational programme of the school and for matters of control and discipline within the appropriate Articles of Government.

### **Qualifications**

Appropriate level of literacy and numeracy skills

Aptitude for working with children with special needs

### **Duties**

In relation to the individual child, to develop an understanding of the special educational needs of the child concerned. To take into account the child's special needs and ensure their access to the lesson and its content through appropriate clarification, explanations, equipment and materials. To build and maintain successful relationships with the child, treat them consistently, with respect and consideration.

To cover 30 minutes of lunchtime duty each day.

### **Support the pupils by:**

Throughout the day, including lunchtimes or before or after school if required attend to the personal needs of pupils and implement related personal programmes, including toileting, hygiene and feeding/ meal times, to help with development of social skills and ensure that the school's health, safety and behaviour policies are maintained assisting the School

Assist in dealing with conflict using different communication techniques to encourage all pupils to take responsibility for their own behaviour and promote independence.

To care for a sick or injured child, referring them when necessary to the School Nurse and accompanying them to hospital and remaining with them until the parent arrives to ensure continuity of care.

Supervise and support pupils ensuring their safety and access to learning, support pupils in the learning environment in order to promote independence, inclusion, acceptance and equality of access to learning opportunities for all pupils.

Assist pupils, individually and in small groups, in the understanding and completion of pre-defined learning activities to meet the requirements of pupils and the curriculum (for example literacy, numeracy, basic ICT)

Assist with the supervision of pupils and delivery of activities out of lesson times (for example at lunchtimes, before and after school) to enhance service delivery and encourage structured and positive play.

**Support the teacher by:**

Participate in meetings and team development activities to support the achievement of individual and team performance and development objectives

Observe behaviour and use awareness of behaviour management and communication strategies to deal with individual cases of low level disruption by pupils in class.

Monitor resource levels to ensure the timely availability of resources to meet the requirements of the curriculum. Maintain an awareness of the importance of the appropriate use of resources to minimise waste and maximise the effectiveness of financial resources.

Observe, be aware of and report on pupil problems, progress and achievements to the teacher to contribute to the gathering of information for the completion of pupil profiles and records of attainment to maximise pupil development. Gather and report information to and from parents / carers as appropriate to meet service delivery requirements.

**Support the curriculum by:**

Prepare and maintain, the predefined learning resources and work environment for specific learning activities to meet the needs of pupils and the Curriculum.

**Support the school by:**

Provide routine clerical and other support to meet service delivery requirements (for example photocopying, typing, filing, collecting money, school trips)

Build and maintain positive working relationships with pupils, parents, carers and colleagues to maximise pupils' development and maintain the overall ethos of the school.