Northumberland County Council

**JOB DESCRIPTION**

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| **Post Title:** SENTeaching Assistant (Level 2) | | **Director/Service/Sector:** Children’s Services | | **Office Use** |
| **Band: 3** | | **Workplace: Barndale House School** | | JE ref: SG17  HRMS ref: |
| **Responsible to:** HLTA/ SENIOR TA/ LINE MANAGER MANAGING SUPPORT STAFF | | **Date:**  April 2021 | **Manager Level:** |
| **Job Purpose:** To work under the guidance of the classroom lead to support the pupils in accessing learning, providing pastoral support, meeting EHCP targets and attending to personal care, as required. | | | | |
| **Resources** | Staff | Not Applicable | | |
| Finance | | Not Applicable | | |
| Physical | | Shared responsibility for Classroom equipment and materials. | | |
| Clients | | Relevant School pupils. | | |
| **Duties and key result areas:**  **Supporting Pupils**     * To support the delivery of learning activities to pupils, under the direction of the classroom lead * To organise and produce resources to support children in their learning * Establish good, appropriate relationships with pupils, acting as a role model and responding to the needs of each individual child. * Attend to the personal needs of pupils including the implementation of EHCP targets that may include social, health, physical, hygiene and welfare outcomes. * To provide intimate care for pupils following established protocols * To provide support/resources for pupils when deregulated using agreed approaches * To actively promote inclusive practice within the classroom setting to ensure acceptance of all children * Encourage children to play and interact with one another at break times * Encourage social interaction between pupils within learning environments * To encourage children to become more independent to build confidence and their self esteem. * Provide feedback to pupils in relation to progress and achievement   **Supporting Classroom Leads**     * Create and maintain a structured learning environment in line with lesson planning * Assist the classroom lead with the planning of learning activities * As directed by the class teacher:   + Prepare the classroom prior/post learning sessions   + Support the pupils’ transitions between sessions   + Assist with the display of pupils’ work * Report to the classroom lead through briefs/debriefs on:   + Pupil progress/achievements   + Barriers to learning   + Regulation and intervention strategies   + Best practice * Support the lead in developing toolkits for regulation * Establish constructive relationships with parents and carers. * Support the classroom lead with day to day classroom admin support * Assist with the supervision of pupils outside the classroom e.g. lunch times and school trips   **Wider School Obligations**    We would expect all employees to:   * Comply with school policies * Adhere to safeguarding practices * Follow ‘Barndale Expects for Staff’ * Familiarise themselves with the ‘Staff Handbook’ * Work as a wider team * Promote the ethos and vision of the school * Model professional attitudes in the workplace * Participate in training and development that contribute to school development     To undertake other duties and responsibilities as required commensurate with the grade of the post.  This school is committed to safeguarding and promoting the welfare of children and young people and expects all staff and volunteers to share this commitment. You are therefore under a duty to use the school’s procedures to report any concerns you may have regarding the safety or well-being of any child or young person.  The duties and responsibilities highlighted in this Job Description are indicative and may vary over time. Post holders are expected to undertake other duties and responsibilities relevant to the nature, level and extent of the post and the grade has been established on this basis. | | | | |
| **Work Arrangements** | | | | |
| Transport requirements:  Working patterns:  Working conditions: | |  | | |

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**PERSON SPECIFICATION**

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| **Post Title:**  Teaching Assistant (Level 2) | **Director/Service/Sector:** Children’s Services | **Ref**: SG17 | |
| **Essential** | **Desirable** | **Assess by** | |
| **Knowledge and Qualifications** | | | |
| Excellent numeracy and literacy skills;  NVQ 2 for Teaching Assistants or equivalent qualifications | Completion of further CPD in the field of SEND  First aid qualification  MIDAS  Specialist Qualification e.g. Thrive, ELSA, Makaton, PECs, Numicon and ‘Read, Write, Inc.’  Intimate Care Training | | (a), (i) |
| **Experience** | | | |
| Working with children in a school setting | Working in a specialist provision/school. | | (a), (i) |
| **Skills, Competencies and Attitudes** | | | |
| Excellent ICT skills and ability to use other types of learning technology  Basic understanding of child development  Can work as a member of a team, understanding their role in the classroom and associated responsibilities.  Resilient and reflective  Caring and nurturing  Proactive and ‘can do’ attitude | Experience of supporting deregulated pupils.  Experience with pupils on the autistic spectrum  Experience with non-verbal pupils  Experience with producing visual/communication resources | | (a), (i),  (r) |
| **Other** | | | |
| Willingness to participate in training and personal development |  | | (i) |

Key to assessment methods; (a) application form, (i) interview, (r) references, (t) ability tests (q) personality questionnaire (g) assessed group work, (p) presentation, (o) others e.g. case studies/visits