

**CHILDREN’S SERVICES**

JOB DESCRIPTION

**Hebburn Comprehensive School**

**POST TITLE:** Area-specific Teaching Assistant – Level 3 (SEND)

**GRADE:** Band 5

**RESPONSIBLE TO:** Assistant Head Teacher (SENCO)

**Overall Objectives of the Post:**

**To raise pupil attainment by exercising the rights and responsibilities of the post to:**

* Promote excellence and the consistency of high-quality provision of teaching and learning across the school, through supporting the development of practice.
* Challenge weakness and low standards, offering support to pupils.
* Support the raising of standards within the designated subject or area.
* Support the provision of enrichment activities within the designated subject or area.
* Maintain a strong sense of teamwork and collective responsibility.
* Provide a good role model.
* Prioritise the safeguarding of children and young people.

# Key Tasks of the Post:

* Maintain up-to-date subject knowledge in terms of curriculum demands and assessment.
* Using area-specific expertise and skills, to work with initiative under the general guidance of teaching and senior staff to assist with planning and with the management and preparation of resources, deploying specialist knowledge and skills.
* Under the guidance of relevant staff, provide pupil support, and administrative support for teaching staff, implementing work programmes and intervention strategies within and beyond the classroom.
* Establish productive working relationships with pupils, acting as a role model and setting high expectations.
* Promote the inclusion and acceptance of all pupils within and beyond the classroom, targeting designated groups of pupils to opt into after-school support.
* Encourage pupils to interact and work co-operatively with others and engage all pupils in activities.
* Provide feedback to pupils in relation to progress, achievement and next steps.
* Undertake cover supervision in the event of staff absence, mainly in the designated area, deploying detailed knowledge to maximise the chances of active learning being protected; plan and prepare resources for such eventualities.
* Support the deployment of generic cover supervisors and supply teachers within the department/area through the provision of resources for learning.
* Undertake general supervision duties, according to the rota for all learning support staff.
* 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.
* Apply the Behaviour Policy of the school.
* Contribute to the overall ethos/work/aims of the school.
* Appreciate and support the role of other professionals.
* Attend and participate in relevant meetings, as required.
* Participate in, and deliver, training, as required.
1. ***To provide support to pupils, you will:***
* Help pupils access the curriculum by helping them with their ICT, literacy and numeracy skills, and developing their understanding of classroom activities.
* Implement school-based, local and national learning and assessment strategies and to assist with the assessment, and recording of pupils’ achievement, including data input, preliminary analysis and the production of class lists.
* Monitor and evaluate pupils’ 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 pupil achievement, progress and other matters, ensuring the availability of appropriate evidence.
* Undertake marking of pupils’ work and accurately record achievement/progress.
* Provide support for pupils who are experiencing difficulties in lessons, providing supervision in the case of withdrawal from those lessons.
* Assist with the production of curriculum materials, including classroom display to support and enhance learning.
* Undertake general administrative tasks that support teachers within the department/area.
* Undertake, as required, tasks related to whole-school activities, such as accompanying pupils and staff on educational visits and organising enrichment activities.
* Undertake planned supervision of, and support for, pupils’ out-of-hours learning activities.
1. ***To provide support for the subject area, you will:***
* Work with the Head of Subject/class teacher to establish an appropriate learning environment.
* Work individually and/or with the teacher in lesson planning, evaluating and adjusting lessons/work plans as appropriate.
* Monitor and evaluate pupils’ 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 pupil 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.
* Write up outcomes of departmental meetings.
* Provide general clerical/administrative support.
* Undertake marking of pupils’ work and accurately record achievement/progress.
* Promote positive values, attitudes and good pupil behaviour, dealing promptly with conflict and incidents in line with established policy and encourage pupils 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.
* Administer and assess routine tests and invigilate exams/tests.
1. ***To provide support for the curriculum, you will:***
* Implement agreed learning activities/teaching programmes, adjusting activities according to pupil responses/needs.
* Support the use of ICT in learning activities and develop pupils’ competence and independence in its use.
* Help pupils to access learning activities through specialist support.
* Prepare and maintain general and specialist equipment and resources.
1. ***To provide support for the school, you will:***
* Act as cover supervisor, mainly within the designated department/area, in order to ensure that effective short-term cover can be provided for classes during the temporary absence of members of the teaching staff.
* Oversee work that has been set, in accordance with the school policy.
* Manage the behaviour of pupils whilst they are undertaking this work, to ensure an environment conducive to learning.
* Deal with any immediate problems or emergencies according to the school’s policies and procedures.
* Collect any completed work after the lesson and return it to the appropriate teacher.
* Report back, as appropriate, using the school’s agreed referral procedures, on the behaviour of pupils during the class, and any issues arising.
* 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 pupils have equal access to opportunities to learn and develop.
* Provide first aid as and when required.
* 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 pupils.
* 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.
* Undertake planned supervision of pupils’ out of school hours learning activities.
* Supervise pupils on visits, trips and out of school activities as required.

You will be expected to work flexibly to meet the needs of the school as directed by the Head Teacher / Deputy Head Teacher.

South Tyneside Council is committed to safeguarding and promoting the welfare of children, young people and vulnerable adults and expects all staff and volunteers to share this commitment.

Successful applicants will be required to produce an Enhanced Certificate of Disclosure from the Disclosure and Barring Service.

All employees have a responsibility to undertake training and development as required. They also have a responsibility to assist, where appropriate and necessary, with the training and development of fellow employees.

All employees have a responsibility of care for their own and others’ health and safety.

The above list is not exhaustive and other duties may be attached to the post from time to time. Variation may also occur to the duties and responsibilities without changing the general character of the post.

Reference: KM/CL

Date: 1.12.22