Northumberland County Council
JOB DESCRIPTION

Post Title: Teaching Assistant - SEN (Level 3)	**Director/Service/Sector:** Children's Services		**Office Use**
Band: 4	**Workplace:**		JE ref: SG19 HRMS ref:
Responsible to: Line Manager Managing Support Staff/Senior Teaching Staff	**Date:**	**Manager Level:**	
Job Purpose: To work under an agreed system of supervision and take the lead role within the school to address the needs of pupils who need particular help to overcome barriers to learning.			
Resources Staff	Some mentoring of Junior TA's		
Finance	Not Applicable		
Physical	Shared responsibility for classroom equipment and materials.		
Clients	Relevant School pupils.		

Duties and key result areas:

Support for Pupils

1. Use specialist skills, training, or experience to support pupils learning.
2. Assist with the development and implementation of individual education plans.
3. Provide pastoral support for pupils.
4. Receive and supervise pupils excluded from, or otherwise not working to, a normal timetable
5. Establish productive relationships with pupils, acting as a role model and responding to the needs of each individual child, acting as a role model and setting high expectations.
6. To actively promote inclusive practice within the classroom setting to ensure acceptance of all children.
7. Encourage children to play and interact with one another.
8. Support pupils consistently whilst recognising and responding to their individual needs.
9. To have challenging expectations that encourages children to act independently and build self esteem.
10. Provide feedback to pupils in relation to progress, achievement and attendance.
11. Attend to pupils' personal needs and provide advice to assist in their social, health and hygiene development.
12. Provide support for pupils with special educational needs

Support for the Teacher

1. Manage liaison with feeder schools and other relevant bodies to gather pupil information
2. Within an agreed system of supervision, plan challenging teaching and learning objectives and evaluate and adjust learning plans as appropriate.
3. Monitor and evaluate pupils' responses to learning activities through observation and planned recording of achievement against agreed, predetermined, learning objectives.
4. Provide the teacher with accurate and objective feed back on pupil progress and other matters, ensuring the availability of supporting evidence.
5. Manage the maintenance of pupils' records and accurately record achievement.
6. Support the teacher in the management of pupil behaviour.
7. Establish constructive relationships with parents and carers and participate in feedback sessions as directed.
8. Assist in the development, implementation and monitoring of systems relating to pupil attendance and reintegration.
9. Provide administrative support to teacher in the preparation of reports on pupils with special educational needs including:
    - Dealing with correspondence
    - Analysis of attendance data
    - Compilation of data
    - Making telephone calls

Support for the Curriculum

1. Implement learning activities to pupils within an agreed framework of supervision, adjusting activates to meet pupil needs
2. Help pupils access learning activities through specialist support.
3. Advise on appropriate deployment and use of specialist equipment or resources

Support for the School

1. Comply with all school policies relating to:

- Health and Safety
- Equal Opportunities
- Child Protection
- Confidentiality and data protection.

2. Work in such as to promote the ethos and vision of the school.

3. Participate in training and development, and activities that contribute to the management of performance.

4. Assist with the management of pupils outside the classroom e.g. lunch times and outside the school e.g. school trips as directed by the class teacher and member of the school's management.

5. Attend and participate in regular meetings

6. Assist in the development multi agency contacts to support the learning and development of children.

7. 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

Post Title: Teaching Assistant - SEN (Level 3)	**Director/Service/Sector:** Children's Services	**Ref:** SG19
Essential	**Desirable**	**Assess by**
Knowledge and Qualifications		
Very good numeracy and literacy skills; NVQ 3 for teaching Assistants or equivalent qualifications (NNEB) HSAW First Aid Certificate or equivalent; Participated in training related to various national strategies e.g. literacy and numeracy		(a), (i) (t)
Experience		
Working with children of the relevant age Basic clerical skills Working with children with additional needs	Supervising small groups of children Counselling	(a), (i)
Skills and competencies		
Effective ICT skills and 3 years experience of using ICT in a learning environment Ability to use other types of learning technology: ● Photocopying ● Whiteboards ● Digital Media Understanding of codes of practice and recent relevant education; Good understanding of the principles of child development and the learning process	NVQ 2 ICT Qualification	(a), (r) (i)

Can work as a member of a team, understanding their role in the classroom and associated responsibilities.		
Physical, mental and emotional demands		
Other		

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