

JOB DESCRIPTION

ASH FIELD ACADEMY IS COMMITTED TO SAFEGUARDING AND PROMOTING THE WELFARE OF CHILDREN AND YOUNG PEOPLE AND EXPECTS ALL STAFF AND VOLUNTEERS TO SHARE THIS COMMITMENT. IT IS AN OFFENCE TO APPLY FOR THIS ROLE IF YOU ARE BARRED FROM WORKING WITH CHILDREN OR VULNERABLE ADULTS. ALL POSTS ARE SUBJECT TO AN ENHANCED DISCLOSURE AND BARRING SERVICE CHECK.

Job Title: Special Needs Lead Teaching Assistant JD

Grade: 8

Responsible To: *Teachers and Wellbeing Team*

Leading the Teaching Assistants within the Classroom

Responsible For: Running of the Classroom including medical, toileting and other charts

Key Relationships/ Teachers, Curriculum Leaders and SENCO

Liaison with:

Job Purpose: A Special Needs Lead Teaching Assistant will work under the direction and supervision of a teacher to contribute to the planning, delivery and evaluation of learning activities for whole classes, groups and individual students. Specified work may be delivered to whole classes, without the presence of a teacher, on an ongoing basis as part of routine timetabling (e.g. PPA provision) and/or on a more ad hoc basis as part of the schools' strategy for planned absences of up to 3 days. They will have responsibility for leading classroom support staff, organising and ensuring the completion of medical, personal care and other charts.

A Special Needs Lead Teaching Assistant will also routinely undertake additional responsibilities such as: full line management responsibility for classroom support staff; lesson planning (in consultation with teachers); assisting in report writing and any other duties that ensure the smooth running of the classroom.

Due to the complex medical needs and challenging nature of our children, there is an expectation that all staff contribute to the shared responsibility and care of our learners. At times this will present situations and complex medical needs that are significantly different to a mainstream setting, this may include but is not exhaustive:

1. To work with teachers and therapists to encourage the physical, intellectual, emotional and social development of pupils by providing assistance in educational activities as directed.
2. To assist in the efficient preparation and use of teaching materials and equipment
3. To assist in ensuring that the personal and social needs are attended to.

Key Responsibilities and Duties

1. To support class teachers with the delivery of the curriculum and all aspects of personal and social development.
2. To lead the class in times of teacher absence such as a planned absence or a short-term sickness absence.
3. Under the direction of the class teacher, help to prepare resources and the learning environment so that pupils have the best access to learning.
4. To assist the class teacher in lesson planning and the creation of effective learning opportunities.
5. To assist the teacher in ongoing assessment, data collection and recording and support all teaching assistants in this process.
6. To lead individual, small group learning sessions when required under the direction and planning of the teacher.
7. Where appropriate, liaise and feedback on pupils' progress with professionals and families
8. To liaise on a daily basis with the class teacher about pupil progress and planning.
9. To work closely with Leaders of the Well Being Team to ensure that pupils' health and care needs are completed in a timely and correct way.
10. To support the learning of pupils during visits, including work experience and travel training.
11. To be aware of relevant information that requires daily attention such as home school books and care records.
12. To participate in Appraisal and the identification of training needs linked to the School Improvement Plan
13. Use behaviour management strategies, in line with the school's policy and procedures, to contribute to a purposeful learning environment and encourage pupils to interact and work co-operatively with others
14. To undertake tasks as may be reasonably directed by the Principal or other line managers
15. To be alert to the signs of distress and abuse, and to ensure that the wellbeing of pupils are monitored and protected
16. To model best practice in teaching assistants at all times
17. To support teaching assistants within the class to carry out their role effectively

DEPARTMENT As deployed.

MAIN TASKS AND RESPONSIBILITIES

1. To work with teachers and therapists to encourage the physical, intellectual, emotional and social development of pupils by providing assistance in educational activities as directed e.g.
 - a) Communication.
 - b) Teaching and learning tasks across the curriculum.
 - c) Development of good behaviour.
 - d) Moving, handling and lifting pupils where necessary.
 - e) Facilitating access to the curriculum through familiarisation with the necessary techniques and specialist equipment, notably ICT.
 - f) Assisting in the hydrotherapy and swimming pools.
 - g) Attending meetings and in-service training and development sessions as required.
 - h) Assisting the devising, monitoring and assessing of individual education plans and targets
 - i) Assisting the supervision of pupils out of lesson times, including before and after school and at lunchtimes.
 - j) Accompanying teaching staff and pupils on visits, trips and out of school activities as required.
2. To assist in the efficient preparation and use of teaching materials and equipment.
 - a) Maintaining, setting out and cleaning up materials, apparatus and equipment required for use by pupils and teachers.
 - b) Making work cards, wall displays and other teaching aids.
 - c) Keeping all areas tidy and presentable, taking particular care in toilet and wash areas.
3. To assist in ensuring that the personal and social needs of individual pupils are attended to e.g.
 - a. The postholder will be expected to toilet (including cleaning and changing if necessary), washing, dressing and feeding children as well as move and handle them and administer medication with appropriate training.
 - b. To support physical needs, as and when necessary and undertake all activities involving their personal support. This includes hoisting, moving and handling, swimming and PE.
 - c. Carrying out programmes of physiotherapy, occupational therapy and speech and language therapy according to recommendation and with the approval of line managers.
 - d. Fitting and adjusting any aids according to instruction e.g. hearing aids and orthotics.
 - e. Ensuring that any properly delegated tasks or tasks that are voluntary e.g. medical ones such as the administration of medicines, are conducted in accordance with procedures.
 - f. To be vigilant about possible child protection issues and report them accordingly.
 - g. Escorting pupils in, around and out of school including supervising taxis and trips.
 - h. Driving minibuses, where agreed at interview or subsequently.
 - i. Supervising pupils before and after school and during breaks, including giving out, organising and participating in games and other leisure activities.
 - j. Ensuring that pupils' personal belongings accompany them around school and home as necessary.
 - k. That all communications with home are known of, and approved by, the class teacher.
 - l. To assist with physiotherapy, hydrotherapy or speech therapy under the direction of the appropriate specialist.
 - m. To develop leisure opportunities and supervise pupils at break time and lunch time, developing their social relationships and interaction skills

JOB PURPOSE AND SCOPE

- a. To professionally and competently assist the teaching, therapy and care, including some medical aspects, of pupils with a range of abilities and disabilities, where necessary maintaining paperwork and contributing to reports and meetings.
- b. To work co-operatively within a multi-disciplinary team to effect the best in education, therapy and care.
- c. To contribute to the dignity, safety and well-being of pupils by enacting Health and Safety guidelines, Child Protection procedures (in line with the school's child protection policy and keeping children safe in education) and the school policy on behaviour.
- d. To enhance the motivation and morale of pupils and staff through respect, a positive attitude and high expectations.
- e. To promote the development and independence of pupils within the context of accountability to: pupils themselves, parents, LEAs, DfES, OFSTED, line and curriculum managers, governors and others.
- f. To contribute to the life of the school beyond the classroom.
- g. To contribute and adhere to the school's development plan, aims, policies and procedures
- h. To work with parents and other interested parties in keeping with school policies.
- i. To develop professionally within the needs of the school i.e. to take responsibility for pursuing education and training within and without school to acquire and maintain the knowledge, understanding and skills that benefit pupils. Including completing training on infection control hygiene guidelines, manual handling and lifting and hoisting.
- j. To participate in Performance Management and the identification of training needs linked to the School Improvement Plan.
- k. To undertake tasks as may be reasonably required by the Principal or other line managers.

LINES OF ACCOUNTABILITY

- a. Responsible to: Class teacher, Leadership team, Principal and Wellbeing Team.
- b. Responsible for any specified equipment and areas.

OTHER

- a. This job description should be read in conjunction with other material and particulars provided in the course of employment.
- b. This job description sets out some of the duties and responsibilities of the post at the time when it was prepared. Such duties may vary from time to time within the Pay and Conditions of Service without altering the level of remuneration. The allocation of time required to carry out the particular aspects of the role is not specified, nor are the days or start and finish times.

Job descriptions are subject to review and amendment. This job description may be amended at any time following discussion with the Principal and is to be reviewed periodically.

Job Title: Special Needs Lead Teaching Assistant Job Spec

Grade: 8

Post Number:

	Essential	Desirable	How assessed
<u>Qualifications</u> <ul style="list-style-type: none">• Level 2 qualifications in maths/numeracy and English/literacy• Recognised team leadership qualification at level 3.	✓	✓	App/Doc App/Doc
<u>Experience</u> <ul style="list-style-type: none">• Experience of supporting planning, evaluation and delivery of learning activities for children and young people in a formal setting.• Experience of first level line management / team leadership.	✓	✓	App/Int/ Ref App/Int/ Ref
<u>Knowledge</u> <ul style="list-style-type: none">• Knowledge of child protection, health and safety procedures and their application in a school setting.• Awareness of a range of frameworks that support the education, development and well-being of children.	✓ ✓		App/Int/ Ref App/Int/ Ref
<u>Skills/Attributes</u> <ul style="list-style-type: none">• Ability and willingness to undertake professional development.• Good interpersonal skills.	✓ ✓		App/Int Int/Ref

	Essential	Desirable	How assessed
<ul style="list-style-type: none"> • Empathy with children and young people. 	✓		Int/Ref
<ul style="list-style-type: none"> • Ability to effectively manage student behaviour in accordance with school policy and procedure. 	✓		Int/Ref
<ul style="list-style-type: none"> • Ability to work effectively as part of a team. 	✓		Int/Ref
<u>General Circumstances</u> <ul style="list-style-type: none"> • An understanding of, and commitment to, Equal Opportunities, and the ability to apply this to strategic work and day-to-day situations. 	✓		App/Int
<u>Factors not already covered</u> Must be able to perform all duties and tasks with reasonable adjustment, where appropriate, in accordance with the provisions of the Equality Act 2010.	✓		Med

App = Application Form

Test = Test

Int = Interview

Pre = Presentation

Med = Medical Questionnaire

Doc = Documentary Evidence (E.g., Certificates)