



East Specialist Inclusive Learning Centre (SILC)

Job Description

Job Title:	Teaching Assistant – Level 3
Pay Band:	C3 pro rota FTE £32,061 (Actual salary £25,551)
Responsible to:	Support Staff Team Leader
Hours of Work:	35 hours

Values:

The four pillars of the East SILC are:

- Kindness



- Integrity



- Ambition



- Collective Responsibility



Vision:

At the East SILC we believe in Exceptional Education for Exceptional Lives

Safeguarding:

The East SILC is committed to safeguarding and promoting the welfare of children and young people (learners) and expects all staff and volunteers to share this commitment. Appointments are made subject to a satisfactory enhanced Disclosure and Barring Service check (DBS formally CRB) and medical clearance from Leeds City Council's Occupational Health Service.

All shortlisted candidates must complete a self-disclosure form before interview.

It is illegal to apply if you are on the children's barred list.

The East SILC promotes diversity and wants a workforce which reflects the population of Leeds.

Role:

To work under the guidance of teaching/senior staff and within an agreed system of supervision, to implement agreed work programmes with individual groups, in or out of the classroom. This could include those requiring detailed and specialist knowledge in particular areas and will involve assisting the teacher in the whole planning cycle and the management/preparation of resources.

Staff may also supervise whole classes during the short-term absence of teachers. The primary focus will be to maintain good order and to keep learners on task. Senior teaching and learning assistants will need to respond to questions and generally assist learners to undertake set activities. Marking and assessment activities are limited to those where answers are predetermined, and no element of professional judgement is required.

Main Duties:

1. To use specialist (curricular/learning) skills/training/experience to support learners' learning.
2. To supervise and provide support for learners, ensuring their safety and access to learning activities.
3. Supporting learners who may have complex medical needs and who may need emergency medical support, training will be provided.
4. Supporting learners who require additional support with communication, including those learners with a mechanical system of communication, training will be provided. The post holder may also be required to use British Sign Language and/or Makaton (a form of sign language for SEN learners) if so, training will be provided.
5. Supporting learners with speech difficulties under the guidance of a Speech Therapist to support individual learners with specific needs - in-house training provided.
6. Providing support to learners who need assistance with personal care, feminine hygiene and changing nappies etc. for incontinent learners and assisting learners to use the toilet if they are unable to use the toilet unaided.
7. Feeding learners and assisting them with drinking, in-house training provided.
8. Supporting learners who because of their physical needs may need to be lifted and carried and/or transported in wheelchairs, training will be provided. Please note learners may be aged from 2 -19 years of age, the learners may be adult size and weight.
9. The post holder may also be required to assist learners with physiotherapy under the guidance of physiotherapist.

10. The post holder may be required to restrain learners who may harm themselves or others. Some learners may bite, kick, nip and punch etc. themselves staff and or other learners. Training will be provided on restraining learners.
11. To establish productive working relationships with learners, acting as a role model and setting high expectations.
12. To assist with the development and implementation of ILPP (Individual Learning Pathway Plan) and Sensory Profiles.
13. To promote the inclusion and acceptance of all learners within the classroom.
14. To support learners consistently whilst recognising and responding to their individual needs.
15. To encourage learners to interact and work co-operatively with others and engage all learners in activities.
16. To promote independence and employ strategies to recognised and reward achievement of self-reliance.
17. To provide feedback to learners in relation to progress and achievement.
18. To work with the teacher to establish an appropriate learning environment.
19. To work with the teacher in lesson planning, evaluating and adjusting lessons/work plans as appropriate.
20. To monitor and evaluate learners responses to learning activities.
21. To provide objective and accurate feedback and reports as required to the teacher on learners achievement, progress and other matters, ensuring the availability of appropriate evidence.
22. To be responsible for keeping and updating records as agreed with the teacher, contributing to reviews of systems/records as requested.
23. To undertake marking of learners' work that has predetermined answers and involves no element of professional judgement or assessment. Accurately recording of achievement/progress.
24. To promote positive values, attitudes and good learners behaviour, dealing promptly with conflict and incidents in line with established policy and encourage learners to take responsibility for their own behaviour.
25. To 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 by the teacher.

26. To administer and assess routine tests which have predetermined answers and involve no element of professional judgement or assessment. Invigilate exams/tests.
27. To provide general clerical administrative support - administer course work, produce worksheets for agreed activities.
28. To implement agreed learning activities/programmes, adjusting activities according to pupil response/needs.
29. To implement local and national learning strategies – literacy, numeracy, KS3, early years and make effective use of opportunities provided by other learning activities to support the development of relevant skills.
30. To support the use of ICT in learning activities and develop learners' competence and independence in its use.
31. To determine the need for, prepare and maintain general and specialist equipment and resources.
32. To help learners to access learning activities through specialist support.
33. To be aware of and comply with policies and procedures relating to child protection, health, safety and security, confidentiality and data protection, reporting concerns to an appropriate person.
34. To be aware of and support differences and ensure all learners have equal access to opportunities to learn and develop.
35. To contribute to the overall ethos/work/ aims of the school.
36. To establish constructive relationships and communicate with other agencies/professionals in liaison with the teacher, to support achievement and progress of learners.
37. To provide appropriate guidance and supervision and assist in the training and development of staff as appropriate.
38. To recognise own strengths and areas of expertise and use these to advise and support others.
39. To attend and participate in regular meetings, training and other learning activities as required.
40. To supervise learners on visits, trips and out of school hours learning activities as required which fall within the remit and hours of the post.
41. To be performance managed.
42. Any other duties commensurate with the grade as directed by your Line Managers.

Special Conditions of Service:

- There is a requirement to submit to an enhanced Disclosure and Barring Service check (DBS formally CRB).
- Term time working.
- There may be a need to, occasionally, work outside of school hours and off school premises, as required by the school.
- The school and grounds have a no smoking policy.

Whilst every effort has been made to explain the main duties and responsibilities of the post, each individual task may not be identified. Employees will be expected to comply with any reasonable request from the Executive Principal to undertake work of a similar level that is not specified in this job description

This job description is current at the date shown. It will be reviewed at least annually and, it may be changed by the Executive Principal to reflect or anticipate changes in the job commensurate with the grade and job title.