

## **JOB DESCRIPTION**

### **ASD/Global Delay Provision**

**Job title:** Teaching Assistant Level 2

**Responsible to:**

**Grade:** Scale 3 (Point 14-17)

#### **Equal Opportunities Policy**

The School expects its employees to have a full commitment to its equal opportunities policy and acceptance of personal responsibility for its practical application. All employees are required to comply with and promote the policy and to ensure that discrimination is eliminated in the service of the School.

#### **Job purpose**

To work within the provision, supporting Autistic and Globally Delayed children on a 1-1 or 1-2 basis.

To work under the instruction/guidance of teaching/senior staff to undertake work/care/support programmes, to enable access to learning for pupils and to assist the teacher in the management of pupils and the classroom. Work may be carried out in the classroom or outside the main teaching

#### **Support for pupils**

- A willingness to deal with a wide range of challenging and obsessional behaviours
- Supervise and provide particular support for pupils, including those with special needs, ensuring their safety and access to learning activities
- Assist with the development and implementation of Individual Education/Behaviour Plans and Personal Care programmes
- Establish constructive relationships with pupils and interact with them according to individual needs
- Promote the inclusion and acceptance of all pupils
- Encourage pupils to interact with others and engage in activities led by the teacher
- Set challenging and demanding expectations and promote self-esteem and independence
- Provide feedback to pupils in relation to progress and achievement under guidance of the teacher
- Assist in toilet training and changing of nappies (if required)

- Be patient and calm and be aware of the children's needs

### **Support for teachers**

- Create and maintain a purposeful, orderly and supportive environment, in accordance with lesson plans and assist with the display of pupils' work
- Use strategies, in liaison with the teacher, to support pupils to achieve learning goals
- Assist with the planning of learning activities
- Monitor pupils' responses to learning activities and accurately record Achievement/progress as directed
- Provide detailed and regular feedback to teachers on pupils achievement, progress, problems etc.
- Promote good pupil behaviour, dealing promptly with conflict and incidents in line with established policy and encourage pupils to take responsibility for their own behaviour
- Establish constructive relationships with parents/carers
- Administer routine tests and invigilate exams and undertake routine marking of pupils' work
- Provide clerical/admin. support e.g. photocopying, typing, filing, money, administer coursework etc.

### **Support for curriculum**

- Undertake structured and agreed learning activities/teaching programmes, adjusting activities according to pupil responses
- Undertake programmes linked to local and national learning strategies e.g. literacy, numeracy, KS3, early years recording achievement and progress and feeding back to the teacher
- Support the use of ICT in learning activities and develop pupils' competence and independence in its use
- Prepare, maintain and use equipment/resources required to meet the lesson plans/relevant learning activity and assist pupils in their use
- Assist the children in outside activities eg in the swimming pool , horse riding

### **Support for school**

- 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
- 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 training and other learning activities and performance development as required, using own initiative.
- Assist with the supervision of pupils out of lesson times, including before and after school and at lunchtime
- Accompany teaching staff and pupils on visits, trips and out of school activities as required and take responsibility for a group under the supervision of the teacher
- To be alert to issues of safeguarding child protection ensuring that the welfare and safety of children attending the School/Nursery is promoted and safeguarded and to report any child protection concerns to the Child Protection Officer using safeguarding policies procedures and practice
- Prevent, identify and minimise risk of interpersonal abuse or violence, safeguarding children and other vulnerable people, initiating the management of cases involving actual or potential abuse or violence where needed
- Be aware of and update colleagues, as appropriate to comply with current legislation and policies affecting practice, e.g. Children's Act, National Service Frameworks, Child Protection Procedures, Health and Safety and Data Protection

All appointments are to the school, where staff deployment is subject to the needs of the organisation as a whole.

You should sign two copies of this job description, and retain one.

Signed: .....

Date: .....

**SOUTH GROVE PRIMARY SCHOOL**

**PERSON SPECIFICATION & ASSESSMENT  
LEARNING SUPPORT ASSISTANT  
Scale 3**

<b>JOB REQUIREMENTS</b>	<b>Essential</b>	<b>Desirable</b>	<b>Method of Assessment I/T/A*</b>
<b>Qualifications</b>			
Good Numeracy/Literacy skills	✓		T/A
NVQ 2 for Teaching Assistants or equivalent qualifications or experience	✓		A
Training in the relevant learning strategies eg Literacy		✓	A
First Aid qualification		✓	
<b>Experience</b>			
Working with or caring for children of relevant age	✓		A/I
<b>Skills, knowledge and Understanding</b>			
Awareness of classroom/playground Health & Safety	✓		I
Awareness of the need for confidentiality	✓		I
Commitment to the Council's Equal Opportunities Policy and acceptance of responsibility for its practical application	✓		I
Understanding of relevant policies/codes of practice and awareness of relevant legislation	✓		I
Basic understanding of child development and learning	✓		A/I
Ability to self-evaluate learning needs and actively seek learning opportunities	✓		A/I
Ability to relate well to children and adults	✓		A/I
Work constructively as part of a team, understanding classroom roles and responsibilities and your own position within these	✓		A/I
Knowledge and ability to use ICT effectively to support learning		✓	A/I
Reasonable word processing skills		✓	A/I
Use of other equipment technology – video, photocopier		✓	A/I
<b>Other Requirements</b>			
A commitment to on-going personal development and willingness to undertake appropriate training	✓		A/I
Appointment to the post is subject to a satisfactory enhanced CRB check	✓		
This post is exempt from section 4(2) of the Rehabilitation of Offenders Act, 1974, as the duties give you access to persons who are under the age of 18. Applicants are not entitled to withhold information about convictions, which would be regarded as spent for other purposes.	✓		
Indication of sexist, racist or anti-disability attitudes or any other attitudes inconsistent with the Council's Equal Opportunities Policy	✓		A/I

\*I - Interview T – Test/Presentation A - Application Form