

## **JOB DESCRIPTION**

### **POST DETAILS**

TITLE: Teaching Assistant within The Communication and Interaction Resource Base

SCHOOL: South Dartmoor Community College

LINE MANAGER: Fiona Goodchild

GRADE: B

### **PURPOSE OF JOB**

To work under the instruction/guidance of teaching/senior staff and within an agreed system of supervision, to implement agreed work programmes with individuals/groups, in or out of the classroom. This could involve assisting the teacher in the management/preparation of resources and delivering the programmes to pupils. The role will be to respond to questions and generally assist pupils in undertaking set activities.

### **MAJOR RESPONSIBILITIES**

To work under guidance to deliver learning by:

- Implementing work programmes
- Assisting in record keeping
- Providing specialist SEN, subject, or other support
- Attending to pupils welfare and personal care
- Some administration and preparation support under the guidance of the Lead Teacher

### **DUTIES**

Support the teacher by:

- Working with the teacher to establish an appropriate learning environment
- Monitoring and evaluating pupils responses to learning activities through observation and planned recording of achievement against pre-determined learning objectives
- Having responsibility for updating records as agreed with the teacher, contributing to the reviews of systems /records as requested
- Promoting positive values, attitudes and good pupil behaviour, dealing promptly with conflict and incidents in line with established policy and encouraging pupils to take responsibility for their own behaviour
- Administering routine tests and invigilating exams/tests
- Providing general clerical/administrative support e.g. administering course work, producing worksheets for agreed activities etc.

Supporting pupils by:

- Establishing productive working relationships with pupils, acting as a role model and setting high expectations for behaviour and learning
- Undertaking 1:1 teaching sessions as necessary
- Promoting the inclusion and acceptance of all pupils within the classroom
- Working consistently whilst recognising and responding to individual pupil needs
- Encouraging pupils to interact and work co-operatively with others and engaging all pupils in activities
- Promoting independence and employing strategies to recognise and reward achievement of self-reliance
- Providing feedback to pupils in relation to progress and achievement

Support the curriculum by:

- Implementing agreed learning activities/teaching programmes, adjusting activities according to pupils responses/needs
- Supporting the use of ICT in learning activities and developing pupils competence and independence in its use
- Helping pupils to access learning activities through specialist support

Support the school by:

- Being aware of and complying with policies and procedures relating to child protection, health, safety and security, confidentiality and data protection, and reporting all concerns to an appropriate person
- Being aware of and supporting difference and ensuring all pupils have equal access to opportunities to learn and develop
- Contributing to the overall ethos/work/aims of the school
- Attending and participating in regular meetings
- Participating in training and other learning activities as required
- Accompanying teaching staff and pupils on visits, trips and out of school activities as required and taking responsibility for a group under the supervision of the teacher

This job description sets out the duties of the post at the time it was drawn up. The post holder may be required from time to time to undertake other duties within the school as may be reasonably expected, without changing the general character of the duties or the level of responsibility entailed. This is a common occurrence and would not justify a reconsideration of the grading of the post.

**Date:** .....

**Signatures:** Manager..... Post Holder.....

## **PERSON SPECIFICATION**

<b>Experience</b>		
<b><i>Essential</i></b>	<b><i>Desirable</i></b>	<b><i>How assessed</i></b>
<ul style="list-style-type: none"> <li>• Experience of working with young people.</li> <li>• Experience of establishing successful learning relationships with young people.</li> <li>• Experience of supporting the planning and delivery of the curriculum.</li> </ul>	<ul style="list-style-type: none"> <li>• Experience of working with young people with Autism.</li> <li>• Experience of implementing autism specific approaches.</li> </ul>	Letter of application

<b>Qualifications and training</b>		
<b><i>Essential</i></b>	<b><i>Desirable</i></b>	<b><i>How assessed</i></b>
<ul style="list-style-type: none"> <li>• NVQ 2 teaching assistants.</li> <li>• GCSE grade C in English and Maths or equivalent</li> </ul>	<ul style="list-style-type: none"> <li>• Autism specific training</li> <li>• Evidence of continuing professional development.</li> <li>• First Aid Training.</li> </ul>	Letter of Application

<b>Skills and knowledge</b>		
<b><i>Essential</i></b>	<b><i>Desirable</i></b>	<b><i>How assessed</i></b>
<ul style="list-style-type: none"> <li>• Good communication skills both written and oral.</li> <li>• Competent with use of technology.</li> <li>• Good administrative and organisational skills.</li> <li>• Ability to lead intervention sessions following training.</li> <li>• Ability to understand and implement strategies and methods to help pupils improve their learning.</li> <li>• Ability to implement necessary routines and patterns to establish high expectations of behaviour.</li> <li>• Ability to deal with minor incidents, first aid, and the personal health and hygiene of pupils.</li> <li>• Ability to sustain positive relationships with staff, pupils, parents and governors.</li> <li>• Understands the importance of confidentiality and discretion.</li> </ul>	<ul style="list-style-type: none"> <li>• Ability to use coaching methods to support pupils with problem solving.</li> <li>• An understanding of Restorative Approaches.</li> <li>• An understanding of learning habits.</li> </ul>	

<b>Qualities</b>		
<b><i>Essential</i></b>	<b><i>Desirable</i></b>	<b><i>How assessed</i></b>
<ul style="list-style-type: none"> <li>• Genuine passion and belief in the potential of every pupil.</li> </ul>	<ul style="list-style-type: none"> <li>• Keen to develop career further.</li> </ul>	

<ul style="list-style-type: none"> <li>• Helpful, positive, calm and caring nature.</li> <li>• High level of integrity.</li> <li>• Energetic, hard-working and reliable.</li> <li>• Adaptable and able to deal with challenges.</li> <li>• Ability to follow instructions accurately but make good judgments and lead when required.</li> <li>• Committed to inclusive practice and achieving the very best for all students</li> <li>• A good sense of humour.</li> <li>• Ability to work successfully within a team and independently.</li> <li>• Commitment to safe school culture.</li> </ul>	<ul style="list-style-type: none"> <li>•</li> </ul>	
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