

Specialist Teaching Assistant – Inclusion Job Description

Purpose of the Post

Under an agreed system of supervision, take a lead role in providing a complimentary service to the Inclusion team, addressing the needs of pupils who need help to overcome barriers to learning in order to achieve their full potential.

Main Duties & Responsibilities

Take a lead role in the provision of support for pupils with special need
Work with the SENDCO to develop and implement IEPs and behaviour mentoring plans.
Undertake comprehensive assessments of pupils to determine those in need of particular help.
Challenge and motivate pupils, promote and reinforce self-esteem
Provide feedback to pupils in relation to progress, achievement, behaviour, attendance etc
Establish productive working relationships with pupils, acting as a role model
Maintain regular contact with families/carers of children in need of extra support, to keep them informed of the child's needs and progress and to secure positive family support and involvement
Support pupils' access to learning using appropriate strategies and resources
Monitor and evaluate pupils' responses and progress against action plans through observation and planned recording
Manage record keeping systems and processes

Support for the Teacher

Work with other staff in planning, evaluating and adjusting learning activities as appropriate
Work closely with school staff that have a responsibility for special needs, pupils with English as an additional language and the teacher for the abler learners to ensure that their needs are met
Provide objective and accurate feedback and reports as required, to other staff on pupil achievement, progress and other matters, ensuring the availability of appropriate evidence
Take a lead role in the development and implementation of appropriate behaviour management strategies

Support for the Curriculum

Implement agreed learning activities/teaching programmes, adjusting activities according to pupils' responses/needs
Actively seek information and utilise the range of activities, courses, organisations and individuals to provide support for pupils to broaden and enrich their learning
Determine the need for, prepare and use specialist equipment, plans and resources to support pupils

Support for the School

Comply with and assist with the development of 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 differences and ensure all pupils have equal access to opportunities to learn and develop
Contribute to the overall ethos/work/aims of the school and follow school policies
Establish constructive relationships and communicate with other agencies/professionals, in liaison with the teacher, to support achievement and progress of pupils
Attend and participate in regular meetings as required
Participate in training and other learning activities and performance development

Recognise own strengths and areas of expertise and use these to advise and support others

Make presentations to school governors, SMT whole staff groups or the change management team

Comply with all the requirements of health and safety legislation

Main activities to be carried out:

- Identifying and assessing pupils' needs
- Supporting the SENDCo to deliver and implement IEPs and behaviour monitoring plans
- Lead in the provision of support for pupils with special needs
- Working with children to support any social, emotional, behavioural, personal care or medical needs
- Provide feedback to pupils and parents of progress and achievement

In addition, to undertake such duties of a similar nature as may be reasonably directed by the Headteacher from time to time.

The duties and responsibilities of this post may vary from time to time according to the changing needs of the school. This job description may be reviewed at the discretion of the Headteacher in the light of those changing requirements and in consultation with the member of staff and the Headteacher.

Signed – Postholder: _____ Date: _____

Signed: Headteacher: _____ Date: _____

Specialist Teaching Assistant – Inclusion Person Specification

CRITERIA	Essential	Desirable
Qualifications:		
'A level' qualifications or equivalent	✓	
Numeracy and literacy skills of a high enough standard to support up to year 6	✓	
Educated to degree level in a relevant subject		✓
Additional qualifications specifically related to SEND	✓	
Appropriate first aid training	✓	
Experience:		
Experience of supporting children in primary education setting	✓	
Full working knowledge of relevant SEN policies/codes of practice and awareness of relevant legislation	✓	
Knowledge & Skills:		
Ability to plan and prioritise effectively to meet deadlines and targets	✓	
Ability to act on own initiative and be well organised	✓	
Understanding of child development and ways in which children learn	✓	
Understanding of child protection and safeguarding issues/procedures	✓	
Willingness to undergo training to improve skills and gain experience	✓	
Basic Health and Safety	✓	
Able to follow instructions accurately but make good judgments and lead when required	✓	
Inclusive, approachable, pro-active and collaborative member of a staff team	✓	
Experience using visual strategies to support children with communication needs	✓	
Confident with ICT	✓	
Ability to communicate effectively with the whole school community	✓	
Confidence in supporting children with social, emotional, mental health, personal care or medical needs	✓	
Positive approach to behaviour management	✓	
Work constructively as part of a team, understanding classroom roles and responsibilities and your own position within these	✓ ✓	
Able to deal with minor incidents, first aid, and the personal health and hygiene of pupils	✓	
Ability to maintain confidentiality	✓	
Additional language, sport skills or musical talent		✓
Personal Qualities:		
Resilient, confident, self-motivated and committed	✓	
Excellent organisational skills and ability to meet deadlines	✓	
Flexible and willing to adapt to meet the needs of the school	✓	
Commitment to continued professional development	✓	