

Job Description

Teachers and Support Staff

Role:	Teaching Assistant SEN/DSP
School:	Beckfoot Thornton
Salary/Grade:	Band 5 SCP 5-6
Reporting to:	Head of SEN / DSP Lead

Core Purpose of the Post:

To carry out the functions of a SEN/DSP Teaching Assistant at Beckfoot Thornton in accordance with the stated aims and objectives of the School and the Faculty.

Main Duties and responsibilities:

Support leadership expectations

- Promote the inclusion and acceptance of all pupils.
- Set challenging and demanding expectations and promote self-esteem and independence.
- Assist with the development and implementation of Individual Education/Behaviour Plans and Personal Care programmes.
- Create and maintain a purposeful, orderly and supportive environment, in accordance with lesson plans and assist with the display of pupils' work.
- Monitor pupils' responses to learning activities and accurately record achievement/progress as directed.
- 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.
- Provide clerical/admin support within the SEN department.
- Assist with the planning of learning activities.
- Administer routine tests and invigilate exams within the department.
- Undertake structured and agreed learning activities/teaching programmes, adjusting activities according to pupil responses.
- 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 for pupils with DSP/SEN and assist pupils in their use.
- Assist with the supervision of pupils with SEN out of lesson times, including before and after school and at lunchtime.

Supervision and range of decision making:

- To work under the instruction / guidance of teacher / senior staff.
- To make decisions using initiative within established working practices and procedures.
- The post holder will be expected to use common sense and initiative in all matters relating to: the conduct and behaviour of individuals, groups of pupils and whole classes, the correct use and care of materials by individual and small groups of pupils, the safety, mobility, hygiene and wellbeing of pupils.

Communications and working with others:

- Establish constructive relationships with pupils and interact with them according to individual needs.
- Encourage pupils to interact with others and engage in activities led by the teacher.
- Provide feedback to pupils in relation to progress and achievement under guidance of the teacher.
- Provide detailed and regular feedback to teachers on pupils' achievement, progress, problems etc.
- Establish constructive relationships with parents/carers.
- Use strategies, in liaison with the teacher, to support pupils to achieve learning goals.
- 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.

- Additional duties may include fire marshal role.
- Additional duties may include being a qualified first aider.

Resources:

- To maintain the confidential nature of information relating to the school, its pupils, parents and carers.
- The provision, use and storage of equipment and materials used by pupils with whom the post holder is working.
- General responsibility for the care of all equipment and materials within the classroom / designated area of the school.

Professional development:

- 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.
- Participate in performance appraisal reviews and training as required.

Other Considerations:

- To be aware of and comply with policies and procedures relating to child protection; being vigilant for signs that children may be being abused and to report any such suspicions to the school’s nominated Child Protection Co-ordinator or the Headteacher.
- To act in accordance with the Data Protection Act and maintain confidentiality at all times e.g. access to staff/student/parent and carers files.
- Accept and commit to the principles underlying the Schools Equal Rights policies and practices.
- Be able to perform all duties and tasks with reasonable adjustment, where appropriate, in accordance with the Equality Act.
- Must be legally entitled to work in the UK.

Safeguarding: No contra-indications in personal background or criminal record indicating unsuitability to work with children/young people/vulnerable clients/finance (An enhanced DBS check is required).

Advanced Threshold Fluency Duty Required: In line with the Immigration Act 2016; the Government has created a duty to ensure that all Public Authority staff working in customer facing roles can speak fluent English to an appropriate standard. For this role the post holder is required to meet the Advanced Threshold Level. The post holder should demonstrate they can:

- Express themselves fluently and spontaneously at length effortlessly.
- Explain difficult concepts simply without hindering the natural smooth flow of language.
- Take responsibility for promoting high standards of literacy, articulacy and the correct use of standard English in school.

Notes: This is illustrative of the general nature and level of responsibility of the work to be undertaken, commensurate with the grade and is not a comprehensive list of all the duties and responsibilities of the post. Successful postholders should not refuse to undertake work, which is not specified on this form and the job description may be amended at any time in consultation with the postholder.
Beckfoot Trust is an Equal Opportunities Employer and requires its employees to comply with all current equality policies both in terms of equal opportunity for employment.
The Trust is committed to making any necessary reasonable adjustments to the job role and the working environment that would enable access to employment opportunities for disabled job applicants or continued employment for any employee who develops a disabling condition

Date: 10/03/2020