

JOB DESCRIPTION

Title of Post	Specialist Teaching Assistant
Grade	Scale 4, Grades 7 – 11 pro rata
Hours	33.5 hours per week for 39 weeks per year
Responsible to	Line Manager

Purpose of the Post

1. Assist pupil, attend to their learning needs and implement personal programmes.
2. Assist Helena nursing team with providing medical support for the pupil.

Key Tasks to Achieve Outcomes

Support for Pupils

1. Support pupil with learning and communication so that with advocacy they are able to interact, enjoy and thrive in the school environment.
2. Promote pupil's social and emotional development by establishing strong relationships and being attentive to needs.
3. Establish constructive relationships with parents, building relationships so that understanding, appropriate support can be given and a bridge created between home and school.
4. Encourage pupil to interact with others and engage in activities led by the teacher and, during break times, promote inclusion and acceptance of all pupils.
5. Set challenging, demanding and appropriate expectations and promote self-esteem and independence.
6. Provide feedback to pupil in relation to progress and achievement under guidance of the teacher.
7. Support pupil to access visits/trips including checking accessibility and arranging transport.
8. Develop and use communication technologies and approaches as guided by speech and language to promote independence, communication and learning.
9. With appropriate training, implement outcomes as directed by relevant health professionals and provide assistance for the Helena Team.
10. Support the Helena Team's role in attending to personal and intimate care.
11. To work with the Helena Team to transfer from wheelchair when required, in accordance with manual lifting and handling procedures.
12. Provide support for pupil to access learning at home if and when necessary.

Support for the Teacher

1. Provide support for the teacher to create and maintain a purposeful, orderly and supportive environment in accordance with lesson plans and assist with the display of pupil's work.
2. Implement activities, ideas and educational resources to support learning.
3. Use additional resources to achieve a goal that gives the pupil a sense of achievement and results in a piece of work appropriate for the pupils' cognitive ability.
4. Have access to plans when available so planning can take place where possible to enable best learning.

Support for the School

1. 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.
2. Be aware of and support difference and ensure all pupils have equal access to opportunities to learn develop.
3. Contribute to the overall ethos/work of the school.
4. Establish constructive relationships and communicate with other agencies/ professionals, in liaison with the SEND team, to support achievement and progress of pupils.
5. Attend and participate in regular meetings.
6. Participate in training and other learning activities as required.
7. Recognise own strengths and areas of expertise and use these to advise and support others.
8. Provide appropriate guidance and supervision and assist in the training and development of other staff as appropriate.
9. Any other related duties as they may arise.