Job Description: Specialist Teaching Assistants

Post title	Specialist Teaching Assistant
School:	Arbour Vale School Satellite Centre and Main Site
Salary and grade:	Level 4 Pts 19 - 22
Line manager/s:	Class Teacher
Supervisory responsibility:	

Purpose of the post

- To support the classroom teacher to ensure high-quality learning outcomes for all pupils in a safe and supportive environment by providing personal care, therapeutic interventions and safeguarding at all times.

Key responsibility areas

- To support the child's progress and development by ensuring access to the curriculum.
- Follow instructions and guidance from the classroom teacher to provide support to the learner.
- To follow the guidelines for individual support, care needs and medical interventions (including but not exclusively gastro feeding, administering medication) undertaking any required training
- To ensure pupils are moved according to their written manual handling care plans, raising and concern with the Therapies Manager.
- To prepare classrooms/corridors with the required resources and displays as directed by the class teacher.
- To engage with pupils during lessons and break/social times promoting their independence and communication as outlined in the school's curriculum aims and pupils' Individual Education Plans. Develop positive activities/experiences for the pupils and establish constructive relationships with them.
- To encourage pupils to interact and work cooperatively with others and engage in all activities.
- To promote positive values, attitudes, and good pupil behaviour in line with the school's policy, by encouraging pupils to take responsibility for their own actions.
- To promote independence and employ strategies to encourage self-reliance and increased self-esteem.
- To contribute to the health and wellbeing of pupils.
- Be aware of, support diversity, and ensure all pupils have equal access to opportunities to learn and develop.
- To take part in other curricular activities (including but not exclusively swimming and school trips, helping to load the minibus)
- To follow written individual therapy programmes under the guidance of the therapist in the school (including but not exclusively Physio, SaLT, OT and specialist feeding programmes).

- In consultation with the class teacher, establish constructive relationships with parents/carers, always maintaining a professional relationship.
- Provide general clerical and administrative support to the classroom teacher e.g. photocopying, filing, laminating resources and collecting monies.
- Promote the use of ICT skills within the learning environment.
- Attend all training as directed and seek to incorporate learning within work routines, demonstrating good practice to other staff.
- To be responsible for promoting and safeguarding the welfare of all children reporting any concerns to the DSL/member of the safeguarding team
- Follow Health & Safety procedures to ensure the safety of pupils and staff.
- Carry out playground and other duties as directed by the class teacher.
- Be responsible for promoting and safeguarding the welfare of children and young people within the school, raising any concerns following school protocol/procedures.
- Make a positive contribution to the wider life and ethos of the school.

Personal and Professional Conduct

Duties and Responsibilities

All teaching assistants should have due regard for the Professional Standards for Teaching Assistants as an integral part of the annual appraisal programme. All teaching assistance will participate in the school Teaching Assistants Appraisal Programme for the purpose of reviewing roles and responsibilities, CPD opportunities and in meeting the Professional Standards for Teachers Assistants. The annual Appraisal process is not linked to salary progression within the 5 points pay spine.

The criteria for Professional Standards for Teaching Assistants include the following four key areas:

- Personal and Professional Conduct
- Knowledge and Understanding
- Teaching and Learning
- Working with Others

Special School Teaching Assistants will undertake such other reasonable professional duties commensurate with the Post as directed by the Key Stage Leader/Head of Department

Signature of post holder: ..... **Date:** / /

Signature of Principal: ..... **Date:** / /