

# Parkwood Hall Co-operative Academy

## Job Description: Teaching Assistant SEN Level 1

Name:

Responsible to : Senior Teacher Assistant

Responsible for : N/A

Key Tasks: To support the students with their learning and to support the teacher with the organisation of the class, including administration, resources and display.

To take a responsibility for direct work with small groups of students, under the direction of the teacher.

### MISSION STATEMENT

***'Parkwood Hall Co-operative Academy aims to provide a caring and safe environment with a specialised and holistic approach to education, allowing each individual to reach their maximum potential and to prepare them for life outside school.'***

*" Parkwood Hall Co-operative Academy is committed to safeguarding and promoting the welfare of children and young people and expects all staff and volunteers to share this commitment". The Governing Body*

### SPECIFIC RESPONSIBILITIES

#### EDUCATIONAL SUPPORT

To be responsible under direction, for a small group of students within an agreed system of supervision and to assist in their activities and learning.

To support the implementation of speech and language programmes under the direction of the Speech and Language Therapy team.

To assist in the delivery of local and national learning initiatives for numeracy, literature and communication.

To have an awareness of the individual needs of the students within the class group including any need for signing, scripting and escorting.

To assist the teacher by preparing workbooks, photocopying and any other resources required for the class and to maintain the class resource area.

To assist the teacher with hearing the students read in connection with a variety of written and practical number exercises.

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To be responsible for maintaining a tidy and stimulating environment in the classroom and corridor, to include assisting with wall displays. (It should be noted that work surface areas must be cleared/wiped each night to enable domestic staff to be able to clean.)

To support with practical activities such as PE, swimming, horse riding etc.

To participate in rota duties at lunch times (curriculum enrichment), break times and morning club as directed.

To accompany/escort students attending work experience/college and feedback to the teacher on their learning.

To attend educational school visits and take responsibility for small groups of students as directed. This may include residential/overnight visits attended by mutual agreement.

#### **WELFARE SUPPORT**

To be responsible for the well-being of any student in the school, in particular those in the class group.

To have an awareness of the emotional needs of the students and to use this awareness in strategies for managing behaviour.

To support physiotherapists, occupational therapists, nurses and other professionals as directed.

In an emergency to support a student in travelling to and from home or hospital and to supervise if unwell.

To help train students in particular tasks of personal hygiene, which may involve intimate care.

To support colleagues in the professional restraint of students following careful guidelines as required.

To liaise with fellow professionals in the school in order to maintain continuity of support for students.

#### **ADMINISTRATION AND PROFESSIONAL DEVELOPMENT**

To attend Parents Day and Annual Reviews as required.

To participate in maintaining necessary information on students such as class records, assessments, IEPs and profiles.

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To attend staff meetings.

To participate in the current performance management system in place in the school to support training and mentoring needs.

### GENERAL RESPONSIBILITIES

To maintain confidentiality in all aspects of Parkwood Hall Co-operative Academy. The nature of the working environment entrusts people with confidential information. Any breach of this confidentiality will constitute gross misconduct.

To co-operate with all Parkwood Hall Co-operative Academy staff in maintaining good relationships with outside agencies and the general public in order to promote and uphold the school's image.

To ensure the health and safety of self, colleagues, students and visitors and to report any such matters to the maintenance team, senior managers or Health and Safety Committee as appropriate.

To perform any other duties as are within the scope, spirit and purpose of the position as requested by the Principal.

This job description reflects the current requirements of the post. As duties and responsibilities change and develop the job description will be reviewed and is subject to amendment in consultation with the postholder.

Signed .....Postholder

Signed .....Principal

Date .....

### COMPETENCIES -

- Experience of working with children of a relevant age.
- Good numeracy and literacy skills and the ability to work with students on individual targets.
- The ability to independently prepare work and activities in advance, in accordance with objectives set by the teacher.
- The ability to use basic technology/computer/video and use ICT effectively to support learning.
- Good administration skills for example inputting and collating data.
- The ability to develop good relationships with children and to work with them to promote high standards of learning and co-operation.

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- To have developed strategies to combat attention seeking behaviour or other task behaviour.
- The ability to use own initiative for example to devise games, design books, labels and signs for display.
- The ability to understand the role of a Teaching Assistant in the school in relation to children's learning.
- The ability to develop the child's use and understanding of language structures and vocabulary.
- To have an understanding of classroom organisation and routines and how to support the implementation of these.
- To have a knowledge and an understanding of whole school policies and the ethos of the school.
- To have an understanding and knowledge of policies that relate to the role of a Teaching Assistant.
- The ability to assist in the supervision of students outside of lesson time and on trips/visits.
- The ability to communicate effectively, both orally and in writing, in relation to the requirements of the post.
- The ability to form a good working relationship with teachers and follow instructions and objectives for the class.
- The ability to work within a team of Teaching Assistants and contribute to the team.
- The ability to participate in training.
- (The ability to participate in Continuous Professional Development and increase the knowledge and ability to work as a Teaching Assistant by gaining relevant qualifications.)
- The ability to deal with minor incidents, first aid and the personal health and hygiene of the students.
- The ability to work in a changing environment in a flexible way.
- To understand equal opportunities and ensure that all students have equal access to opportunities to learn.
- The ability to contribute to the class record keeping system and provide feedback to the students on their progress, under the direction of the class teacher.
- (To have knowledge of an additional language and the ability to use this language to support children or act as an interpreter for the child or their parents within the school.)
- The ability to undertake assessments of the individual students including tests/routine marking.
- To have an awareness of relevant legislation and codes of practice.
- To have a general understanding of national and foundation stage curriculum and other learning programmes.
- The ability to assist with the development and implementation of individual/education/behaviour plans.
- The ability to promote the inclusion of all students.

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- The ability to represent the school in a professional manner (for example in meetings with parents, attending annual reviews, attending Borough wide meetings where appropriate).