

Job Description: Individual Needs Teaching Assistant (Maternity Cover)

Reporting to:	SENCO
Location:	Hastings
Contract:	Maternity cover
Working Pattern:	Term Time, 28.75 hours per week
Salary:	Ark Support 3/Pay Points 8–14 (£16,626 - £17,681) per annum pro rata

The Role

To assist in ensuring the progress of a student with specific identified special educational needs. To assist in promoting the learning and personal development of all students, including, but not exclusively, those with special educational needs.

Key responsibilities

- To aid the student to learn as effectively as possible both in group situations and on his/her own by a range of techniques and strategies
- To establish supportive relationships with the student concerned
- To support teachers, parents and other colleagues to help create an effective and purposeful learning environment.
- To promote the acceptance and inclusion of the student with SEN, encouraging students to interact with each other in an appropriate and acceptable manner

Outcomes and activities

Learning support

- Clarifying and explaining instructions
- Ensuring the student(s) is able to use equipment and materials provided
- Motivating and encouraging the student(s) as required by providing levels of individual attention, reassurance and help with learning tasks as appropriate to students' needs
- Assisting in weaker areas, e.g. speech and language, behaviour, reading, spelling, numeracy, handwriting/presentation etc.
- Using praise, commentary and assistance to encourage the student to concentrate and stay on task
- Liaising with class teacher, SENCO and other professionals about individual education plans (IEPs), contributing to the planning as appropriate
- Providing additional nurture to individuals when requested by the class teacher or SENCO

Behaviour support

- Consistently and effectively implementing agreed behaviour management strategies
- To determine the intervention strategies to be used to manage the behaviour of students with behavioural or emotional difficulties with the teacher
- Under the direction of the teacher, carry out and report on systematic observations of students to gather evidence of their knowledge, understanding and skills upon which the teacher makes judgements about their stage of development
- When working with a group of students understand and use group dynamics to promote group effectiveness and support group and individual performance

Other support

- Meeting students' physical needs while encouraging independence e.g. help students to change for PE lessons or swimming, clean and reassure students after accidental soiling of clothes, help with mobility around the school
- Helping to make appropriate resources to support the student(s)
- To establish supportive relationships with the student(s) concerned
- To promote the acceptance and inclusion of the student(s) with SEN, encouraging students to interact with each other in an appropriate and acceptable manner
- Monitor the student's response to the learning activities and, where appropriate, modify or adapt the activities as agreed with the teacher to achieve the intended learning outcomes
- To give positive encouragement, feedback and praise to reinforce and sustain the student(s) efforts and develop self-reliance and self esteem
- To mark students' work under the direction of the class teacher
- To support the student(s) in developing social skills both in and out of the classroom
- To support the use of ICT in learning activities
- To provide regular feedback on the student(s)' learning and behaviour to the teacher/SENCO, including feedback on the effectiveness of the behaviour strategies adopted
- To use the school's system for recording progress
- Where appropriate, to know and apply positive handling techniques
- To prepare work and activities in advance of the lesson (within employed hours) e.g. operating AVA equipment as required i.e. photocopier, laminator, making books, labels, signs and undertaking practical tasks to maintain a good standard of classroom appearance
- Where appropriate to develop a relationship to foster links between home and school, and to keep the school informed of relevant information
- To be aware of confidential issues linked to home/student/teacher/school
- To contribute towards reviews of student(s)' progress as appropriate
- To accompany teacher and students on educational visits
- To provide individual support, as required, during examination sessions
- To carry out the above duties in accordance with the Children's Services Equal Opportunities Policy
- In conjunction with the SLG and all staff, to devise, co-ordinate, facilitate and monitor the development of policies within the school
- To develop purposeful relationships with each Curricular area

Other

- Actively promote the safety and welfare of our children and young people
- Ensure compliance with Arks data protection rules and procedures
- Liaise with colleagues and external contacts at all levels of seniority with confidence, tact and diplomacy
- Work with Ark Central and other academies in the Ark network, to establish good practice throughout the network, offering support where required

This job description is not an exhaustive list and you will be expected to carry out any other reasonable tasks as directed by your line manager.

Person Specification: Individual Needs Teaching Assistant

Qualification Criteria

- NVQ Level 3 or equivalent
- Right to work in UK
- Commitment to continuous learning for life
- Use of and understanding of SIMS.net to record student information

Knowledge and Experience

- Experience of supporting students in a classroom setting
- Experience of working in an educational setting
- Experience of use of the SEAL curriculum to support progress in learning (desirable)
- Experience of mentoring/ counselling students within a school setting (desirable)
- Working knowledge and commitment to the principles of inclusion and equal opportunities

Behaviours

Personal characteristics

- Genuine passion and a belief in the potential of every pupil
- Helpful, positive, calm and caring nature
- Able to establish good working relationships with children, staff, parents, governors and the community
- Able to follow instructions accurately but make good judgements and lead when required.
- High expectation of oneself and others
- Personal integrity, commitment to fairness and equity
- Proven ability to motivate and develop students
- Ability to inspire confidence, engender trust and gain consensus with colleagues and wider community
- Commitment to welfare and safeguarding of students
- Excellent interpersonal skills and sensitivity to cross cultural issues
- Ability to reflect, analyse and act both independently and collaboratively
- Ability to think and work creatively and flexibly whilst working with close attention to detail and under pressure to meet deadlines
- Ability to maintain a sense of humour and proportion

Specific skills

- Good communication skills, including written and oral
- Good numeracy and literacy skills
- Competent with computers and other technology
- Good administrative and organisational skills
- Able to motivate and develop students

- Able to understand and implement particular strategies and methods to help pupils to improve their learning and enjoyment of learning
- Able to help implement the necessary routines and patterns to establish good behaviour management within the school
- Able to reflect, analyse and act both independently and collaboratively
- Able to articulate characteristics of effective teaching and learning
- Understands and has knowledge of the purpose of assessment, observing and tracking pupil progress
- Able to deal with minor incidents, first aid, and the personal health and hygiene of the pupils
- Understands the importance of confidentiality and discretion

Other

- Right to work in the UK
- Commitment to equality of opportunity and the safeguarding and welfare of all students
- Willingness to undertake training
- This post is subject to an enhanced DBS check

Ark is committed to safeguarding and promoting the welfare of children and young people in our academies. In order to meet this responsibility, we follow a rigorous selection process. This process is outlined [here](#), but can be provided in more detail if requested. All successful candidates will be subject to an enhanced Disclosure and Barring Service check.