

**REDCAR AND CLEVELAND BOROUGH COUNCIL**

**Job Code A1450**

**TEACHING ASSISTANT S.E.N. – SUPPORTING AND DELIVERING  
LEARNING AND BEHAVIOUR**

**LEVEL 3**

**To work under the guidance of teaching/senior staff and within an agreed system of supervision, to implement agreed work programmes with individual groups, in or out of the classroom. This could include those requiring detailed and specialist knowledge in particular areas and will involve assisting the teacher in the whole planning cycle and the management/preparation of resources. Staff may also supervise whole classes occasionally during the short-term absence of teachers. The primary focus will be to maintain good order and to keep pupils on task. Cover Supervisors will need to respond to questions and generally assist pupils to undertake set activities. To provide support in addressing the needs of pupils who need particular help to overcome barriers to learning.**

**SUPPORT FOR PUPILS**

- Use specialist (curricular/learning) skills/training/experience to support pupils and provide pastoral support
- Receive and supervise pupils excluded from, or otherwise not working to, a normal timetable
- Assist with the development and implementation of IEPs and Behaviour/Support/Mentoring Plans
- Participate in comprehensive assessment of pupils to determine those in need of particular help
- Establish productive working relationships with pupils, acting as a role model and setting high expectations
- Promote the inclusion and acceptance of all pupils within the classroom
- Support pupils consistently whilst recognising and responding to all their individual/special needs
- Encourage pupils to interact and work co-operatively with others and engage all pupils in activities
- Promote independence and employ strategies to recognise and reward achievement of self-reliance whilst attending to pupils' personal needs and providing advice to assist in their social, health and hygiene development
- Provide feedback to pupils in relation to progress, achievement, behaviour, attendance
- Develop 1:1 mentoring arrangements with pupils and provide support for distressed pupils
- Promote the speedy/effective transfer of pupils across phases/integration of those who have been absent
- Provide information and advice to enable pupils to make choices about their own learning/behaviour/attendance
- Challenge and motivate pupils, promote and reinforce self-esteem

**SUPPORT FOR THE TEACHER**

- Liaise with feeder schools and other relevant bodies to gather pupil information
- Work with the teacher to establish an appropriate learning environment supporting pupils' access to learning using appropriate strategies, resources

etc.

- Work with the teacher in lesson planning, evaluating and adjusting lessons/work plans as appropriate
- Monitor and evaluate pupils' responses and progress towards learning activities and action plans through observation and planned recording of achievement against pre-determined learning objectives
- Provide objective and accurate feedback and reports as required, to the teacher on pupil achievement, progress and other matters, ensuring the availability of appropriate evidence
- Be responsible for keeping and updating records as agreed with the teacher, contributing to reviews of systems/records as requested
- Undertake marking of pupils' work and accurately record achievement/progress
- Promote positive values, attitudes and good pupil behaviour, dealing promptly with conflict and incidents in line with established policy and encourage pupils to take responsibility for their own behaviour and assist in the development and implementation of appropriate behaviour management strategies
- Liaise sensitively and effectively with parents/carers as agreed with the teacher within your role/responsibility and participate in feedback sessions/meetings with parents with, or as directed
- Administer and assess routine tests and invigilate exams/tests
- Provide clerical/admin support e.g. dealing with correspondence, compilation/analysis/reporting on attendance, exclusion, producing worksheets for agreed activities, making phone calls etc.
- Establish constructive relationships with parents/carers, exchanging information, facilitating their support for their child's attendance, access and learning and supporting home to school and community links
- Assist in the development, implementation and monitoring systems relating to attendance and integration

### **SUPPORT FOR THE CURRICULUM**

- Implement agreed learning activities/teaching programmes, adjusting activities according to pupil responses/needs
- Implement local and national learning strategies eg literacy, numeracy. KS3, early years and make effective use of opportunities provided by other learning activities to support the development of relevant skills
- Support the use of ICT in learning activities and develop pupils' competence and independence in its use
- Help pupils to access learning activities through specialist support
- Determine the need for, prepare and maintain general and specialist equipment and resources
- Be aware of and appreciate a range of activities, courses, organisations, and individuals to provide support for pupils to broaden and enrich their learning

### **SUPPORT FOR THE SCHOOL**

- 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
- Be aware of and support difference and ensure all pupils have equal access to opportunities to learn and develop
- Contribute to the overall ethos/work/aims of the school
- Establish constructive relationships and communicate with other agencies/professionals, in liaison with the teacher, to support achievement and progress of pupils

- Attend and participate in regular meetings
- Participate in training and other learning activities as required
- Recognise own strengths and areas of expertise and use these to advise and support others
- Provide appropriate guidance and supervision and assist in the training and development of staff as appropriate
- Undertake planned supervision of pupils' out of school hours learning activities
- Implement planned supervision of pupils out of school hours
- Supervise pupils on visits, trips and out of school activities as required
- Show a duty of care and take appropriate action to comply with health and safety requirements at all time
- Demonstrate and promote commitment to equal opportunities and to the elimination of behaviour and practices that could be discriminatory.

<b>Experience</b>	<ul style="list-style-type: none"> <li>• Experience working with children of relevant age</li> <li>• Experience of working with pupils with additional needs</li> </ul>
<b>Qualifications</b>	<ul style="list-style-type: none"> <li>• Very good numeracy/literacy skills</li> <li>• NVQ 3 for Teaching Assistants or equivalent qualification or experience</li> <li>• Training in the relevant strategies eg literacy and/or in particular curriculum or learning area eg bi-lingual, sign language, dyslexia, ICT, maths, English, CACHE etc.</li> <li>• Appropriate first aid training</li> </ul>
<b>Knowledge/Skills</b>	<ul style="list-style-type: none"> <li>• Can use ICT effectively to support learning</li> <li>• Use of other equipment technology – video. photocopier</li> <li>• Full working knowledge of relevant policies/codes of practice and awareness of relevant legislation</li> <li>• Working knowledge of national/foundation stage curriculum and other relevant learning programmes/strategies</li> <li>• Understanding of principles of child development and learning processes and in particular, barriers to learning</li> <li>• Ability to self-evaluate learning needs and actively seek learning opportunities</li> <li>• Ability to relate well to children and adults</li> <li>• Work constructively as part of a team understanding classroom roles and responsibilities and your own position within these.</li> </ul>

Employee signature:..... Date:.....