

ROYAL BOROUGH OF WINDSOR AND MAIDENHEAD

JOB ACCOUNTABILITIES

Job Title: Specialist Teaching Assistant	Job number / Grade Scale 2b - 3 sp 2-6 (dependant on experience)
Directorate : Education	Unit: Schools

JOB PURPOSE

To assist the classroom teacher in the provision of learning and educational opportunities for pupils.

SCOPE OF JOB (Budgetary/resource control, impact)

Working with class sizes of up to 28 children and needs to be aware of Health & Safety issues.
Required to move furniture and equipment etc.
Work may involve sitting at low tables or on the floor.
Works in a hectic and often noisy environment with constant interruptions from children.
Working with children can be particularly emotionally demanding.
Has access to confidential information.
Undertakes a specialist role within the Teaching Assistants team

POSITION WITHIN UNIT STRUCTURE

Reports to the Classroom Teacher and/or SEND Co-ordinator. Whilst in the classroom will operate under the direction of the classroom teacher

KNOWLEDGE, SKILLS & EXPERIENCE

Basic level of literacy and numeracy

At least 2 years experience of working with/interacting with children (desired but not essential)

Has undertaken appropriate training in a specialist area(s) eg visual impairment, sensory needs, autism etc (desired but not essential)

Ability to relate sympathetically to children.

Understanding of the educational objectives of the school.

First Aid training (this will be given and updated)

Commitment to training/development of knowledge

Understanding of child protection issues

JOB ACCOUNTABILITIES

Under the direction of the classroom teacher, provide support to individual children/small groups of children in the completion of a wide range of learning activities including reading, writing, mathematics, so that they achieve/complete the task for that session.

Support the teacher in the delivery of structured programmes such as Early Literacy Support (ELS) , Additional Literacy Support (ALS), Springboard, Booster, PAT, Individual Education Plans (IEP's) . This will include supporting the teacher with whole group sessions, working with small groups or individuals, preparing resources, discussing progress etc.

Provide support in such a way as to facilitate the child's/children's independent learning, by explanation, encouragement etc.

Influence the behaviour of children in the group by reinforcing standards set by the classroom teacher and within the school's behaviour policy.

In line with the requirements set by the classroom teacher assist in the preparation the teaching room/area for the session's activities including setting up furniture and resources ensuring that the teacher has all the resources specified and that the environment is safe for children to use.

Assist the teacher with assessments and monitoring the progress of children to enable the teacher to establish children's level of competency and identify individual or group targets.

Undertake First Aid duties in line with qualification/training received and act in line with the school's accident/incident policy.

Perform duties in line with Health & Safety rules and to take remedial action where hazards are identified. Where hazards are serious report to line manager immediately.

If working with a child with an EHCP:

In line with the agreed special needs/IEP and other specialist plans eg occupational therapy/speech therapy provide one to one support to a child in the classroom so that they work productively towards achieving/completing the task for that session. This will involve understanding the learning objectives of the activity. This can include working with small groups which include a child with special needs.

Contribute to the child's personal development/action plan, so that it meets their identified needs, by working with other professionals.

Attend meetings with teachers and other specialist professionals and provide information on individual cases to enable action plans to be prepared.

Post holder's signature _____ Name _____ Date _____

Manager's signature _____ Name _____ Date _____

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