SELBY HIGH SCHOOL

SPECIALIST SCHOOL FOR THE ARTS AND SCIENCE

Job Description – Advanced Teaching Assistant

POSITION: Advanced Teaching Assistant

SALARY: Band E £26,847 - £28,153 (pro rata)/£19,342 - £20,283 (actual)

REPORTS TO: SENCO

HOURS: 30.75 / TTO

Job Purpose

To work, under the direction of the class teacher and other appropriate staff, in assisting in and contributing to the planning, delivery and evaluation of the learning process. The post holder will work in classes, or other appropriate locations with access to support and guidance, supervising groups and /or individual pupils.

To assist in the induction and development of classroom support staff as required. To provide support to pupils including promoting pupils' independence, self-esteem, and social inclusion.

Responsibilities include but not limited to:

- Assist in the planning and evaluation of learning and SEMH activities with the teacher. Deliver learning activities for individuals and groups of pupils under the professional direction and supervision of a qualified teacher, differentiating and adapting learning programmes to support the needs of allocated pupils
- Support pupils with special educational needs through assisting with the delivery of specific learning programmes in line with the individual education plan (IEP) targets and to IEP reviews, for example through working one to one or with a small group on phonics catch-up activities.
- Support the facilitation of pupils' access to educational provision as indicated by their Education, Health and Care Plan, where appropriately delegated
- With guidance from the SENCO/senior colleagues, plan and deliver small group interventions, with clear objectives and appropriate learning outcomes
- Monitor and record pupil responses and learning achievements and give appropriate feedback to teachers towards the overall assessment of pupil progress and attainment made by the teacher and other professionals
- Interact with pupils in ways that support the development of their ability to think and learn, including the use of careful questioning

- Support and assist in the development and implementation of appropriate behaviour management strategies in accordance with whole school policy
- Take account of the effects of different parenting approaches, backgrounds and routines, and be involved in home school liaison, as directed by the class/subject teacher
- Support pupils in their social and emotional wellbeing, in implementing related programmes, including those with additional SEND and wellbeing needs, physical needs and medical needs with training, encouraging and modelling positive behaviour in line with school policy.
- Escort and supervise pupils on educational visits and out of schools activities under the supervision of a teacher
- Undertake allocated supervision during breaktimes as required
- Contribute to effective assessment and planning by supporting the monitoring, recording and reporting of pupil performance and progress as appropriate to the level of the role, for example through feeding back to the class teacher about progress that the pupil has made during a learning activity.
- Prepare for lessons appropriately including reading of materials shared prior.

Communication

- Establish rapport and respectful, trusting relationships and communicate effectively with pupils, their families and carers, and other agencies / professionals
- Initiate appropriate and effective communication with the class teacher, and other professionals, forging and sustaining relationships across agencies
- Be clear about the level of instruction, procedures and guidance that this role works within

Sharing Information

- Assess, record and report on pupils' attainment and progress within assessment and reporting processes
- Participate in meetings with other staff, external professionals and parents regarding pupils, in a support capacity to the teacher, who will normally lead on such matters
- Assist in the induction and development of classroom support staff, cascading information and good practice
- Pay due regard to professional boundaries, maintaining appropriate levels of confidentiality
- Participate in staff meetings
- Share information confidentially about pupils with teachers and other professionals as required

Safeguarding and Promoting the Welfare of children and Young People

- Carry out tasks associated with pupil's personal hygiene and welfare, including personal intimate care, physical and medical needs, whilst encouraging independence
- Be responsible for promoting and safeguarding the welfare and wellbeing of pupils in line with policy and legislation, raising concerns as appropriate

Administration / Other

- Assist the teacher and work as directed in preparation of the classroom and resources for planned work to take place
- Undertake routine clerical duties as required

- Support the use of ICT and adhere to relevant policies
- Supervise and provide access arrangement for pupils sitting internal and external examinations and tests, ensuring that examinations comply with Examination Board Regulations

Data Protection

- Comply with the County Council's policies and supporting documentation in relation to Information Governance this includes Data Protection, Information Security and Confidentiality.

Development

- Ensure continued personal professional development through attendance at relevant training.
- Undertake appropriate training in the use of IT software programs to ensure the most effective and efficient processes support your work.

Health & Safety

- Be aware of the responsibility for personal health, safety and welfare and that of others who may be affected by your actions or inactions.
- Be aware of the specific issues relating to health and safety in your area and make appropriate assessments of any risk.
- Co-operate with the employer on all issues to do with health, safety and welfare.

Appropriate duties	**Duties that are not appropriate for this role and should be allocated to another role which includes these within their responsibility**
Supervising groups of pupils & individual pupils.	Be required to take full responsibility for a whole class for a full lesson.
Working under the direction of the class teacher and other appropriate staff.	Delivering learning activities to individual pupils and small groups, except in support of and under direction of the class teacher.
Assisting in & contributing to the planning, delivery & evaluation of the learning process.	Be providing cover for teaching absences.
Assisting in the induction & development of classroom support staff.	Be responsible for managing other support staff
Participating in relevant training as appropriate	Specific allocation to support individual pupils' SEMH or wellbeing needs – for example designated regular support to pupils who are dysregulated
Support all pupils' wellbeing in the classroom setting	

Person Specification

Person specification:	
Essential	**Desirable**
Knowledge and Experience ● On entry, good understanding of child/ young people's development and learning processes ● Understanding of guidance and requirements around safeguarding children and young people ● Understanding of individual children and young people's needs ● An understanding that children/Young people have differing needs and knowledge of inclusive practice ● Appropriate experience working with children in an education setting	● Knowledge of Behaviour Management techniques ● Knowledge of Child Protection policies and procedures ● Knowledge of Health and Safety legislation ● Experience in other relevant skills e.g. art/music/sport ● Experience of delivering evidence based interventions that accelerate learning
Occupational Skills ● Good written and verbal communication skills: able to communicate effectively and clearly and build relationships with a range of staff, children, young people, their families and carers ● Behaviour management ● Good reading, writing and numeracy skills ● Demonstrable ICT skills and the ability to use ICT as part of the learning process ● Ability to understand of roles and responsibilities within the classroom and whole school context, and to work effectively as part of a whole school team	
Behaviours ● Demonstrable interpersonal skills ● Ability to work successfully in a team ● Able to exercise judgement ● Confidentiality ● Flexibility	● Creativity
Professional Qualifications ● Relevant NVQ Level 3 or equivalent (minimum English and maths skills at level 2).	● Appropriate first aid training (Dependent on the school's needs - insert as appropriate)
Other Requirements ● To be committed to the school's policies and ethos ● To be committed to Continuing Professional Development ● Motivation to work with children and young people ● Ability to form and maintain appropriate relationships and personal boundaries with children and young people ● Emotional resilience in working with challenging behaviours and attitudes ● Ability to use authority and maintaining discipline ● An empathy for equality and diversity	