**SPECIAL SCHOOL SUPPORT ASSISTANT (Teaching Assistant)**

**GRACE 1C (SPINAL POINT 2)**

**JOB DESCRIPTION**

**PURPOSE OF JOB**

Responsible, under the direction or instruction of the Class Teacher or Head of School, to work and assist individual pupils or small groups of pupils who have moderate and/or severe learning difficulties and/or complex needs. To support access to learning for pupils and provide general support to the Class Teacher in the management of pupils in the classroom.

**MAIN RESPONSIBILITIES**

To work under the guidance of the Class Teacher in the performance of all general duties associated with assisting pupils within the classroom setting. This will include helping with supervision of academic work such as reading, writing and number work, telling stories, assistant with craft work, general cleaning up and practical classroom organisation. It will also involve oversight of specific programme of instruction recommended by therapists and other professionals in a multi-disciplinary setting.

**SUPPORT FOR THE PUPILS**

* Supervise and support pupils ensuring their safety and access learning;
* Establish good relationships with pupils, acting as a role model and being aware and responding appropriately to individual needs;
* Promote the inclusion and acceptance of pupils;
* Encourage pupils to interact with others and engage in activities led by the Class Teacher;
* Encourage pupils to act independently as appropriate;
* Follow behaviour plans and Education and Health Care Plans;
* Attend all pupils’ personal needs and facilitate toilet programmes.

**SUPPORT FOR THE CLASS TEACHER**

* Prepare the classroom as directed;
* Be aware of pupil progress and achievement and report to the Class Teacher;
* Undertake pupil record keeping;
* Support the class teacher in the management of pupil behaviour;
* Provide basic clerical and administrative support, e.g. photocopying, collection of monies etc;
* Establish constructive relationships with parents/carers.

**SUPPORT FOR THE CURRICULUM**

* Support pupils to understand instructions;
* Supporting the pupils in undertaking a range of curriculum activities as directed by the Class Teacher;
* Supporting pupils in using basic ICT and assisted technology, as directed;
* Prepare equipment and resources as directed by the Class Teacher and assist pupils in their use;
* Support the pupils in physical education;
* Oversight of lunch time supervision and supervision or assisting individual children.

**SUPPORT FOR THE SCHOOL**

* Be aware of, and comply with, policies and procedures relating to safeguarding, health, safety and security of pupils, confidentiality and data protection. Reporting all concerns to an appropriate person (Class Teacher or Safeguarding Officer);
* Contribute to the overall vision and values of the school;
* Appreciate and support the role of other professionals;
* Participate in the school’s induction programme and other learning activities and performance development, as required;
* Accompany teaching staff and pupils on visits and trips outside of school and assist with the supervision of pupils in this setting;
* To be fully aware and understand the duties and responsibilities arising from the Children Act 2004 and Working Together in relation to child protection and safeguarding children and young people as this applies to the employee’s role within the school;
* To be fully aware of the principles of safeguarding as they apply to vulnerable pupils in relation to the employee’s role.

**PERSON SPECIFICATION**

* Have experience with or demonstrate clearly a genuine interest in working with children who have a range of learning difficulties and complex needs, together with ASD
* Willingness to undertake further training where necessary, including meeting medical needs
* Have the ability to communicate well with both children and adults
* Be able to work in cooperation with others
* Be willing to accept direction and work as a member of team of staff
* Must display an interest in working with children in an urban multi-cultural environment and show awareness of the Authority’s equal opportunities policy
* Be enthusiastic, patient, flexible and calm with a cheerful disposition and positive attitude