



SPECIAL NEEDS TEACHING ASSISTANT JOB DESCRIPTION

MAIN PURPOSE OF THE JOB

1. To carry out negotiated classroom duties which involve the support of individual students or small groups of students, assisting with learning related activities.
2. To supervise students on trips, visits and other out of school activities as directed.
3. To supervise students in the dining hall, playground, clubs and activities.
4. To perform duties and attend meetings as reasonably required.
5. To support and implement the school and LA's Equal Opportunities policy.
6. To implement the school's Mission Statement, aims and policies of the school.
7. To be fully aware of and understand the duties and responsibilities arising from the Children's Act 2004 and Working Together in relation to child protection and safeguarding children and young people as this applies to the worker's role within the organisation.
8. To also be fully aware of the principles of safeguarding as they apply to vulnerable adults in relation to the worker's role.
9. To ensure that the worker's line manager is made aware and kept fully informed of any concerns which the worker may have in relation to safeguarding and/or child protection.

MANAGEMENT

1. To ensure that the designated member of staff is made aware and kept fully informed of any concerns which the worker may have in relation to safeguarding and/or child protection.
2. To meet regularly with their line manager to share information and discuss issues relating to the effective management of their role.



CURRICULUM

1. To provide support to students at appropriate levels under the direction of teaching staff.
2. To provide support at appropriate levels according to the students' Individual Education Plan (IEP) targets.
3. To assist class teachers with the preparation of teaching materials and other resources.
4. To assist class teachers with assessment.

ETHOS

1. To support and contribute to high quality displays throughout the school.
2. To assist with and encourage students to participate in various playground activities.
3. To encourage positive behaviour from students as in the school's behaviour policy.