

The Godolphin Junior Academy

Job Description

Specialist Teaching Assistant (Resource Base)

Responsible to: SEND Co-Ordinator
Reports to: Resource Base Teacher

Hours to be worked

36 Hours per week - Term Time Only (must attend all Insets and Staff Training)

Main purpose of job

To support and complement the work of the teacher in charge of the Resource Base for pupils with complex needs to deliver high quality learning opportunities to pupils with additional needs.

To work together with the Teacher in Charge of the resource base in providing a stimulating learning environment, ensuring resources are readily available and organised in a way that is supportive to the health and safety of the pupils accessing the resource base.

To take responsibility for agreed learning activities for pupils assigned to the Resource Base under an agreed system of supervision including planning, preparing and delivering learning activities for individuals/small groups.

Key Accountabilities

Support for pupils:

Use knowledge and specialist skills/experience to enable pupils with a range of Special Educational Needs to access the curriculum, engage in learning and make progress in line with Age Related Expectations.

Monitor and assess pupil progress and development, reporting on their achievement to the Teacher in Charge of the resource base and maintaining pupil files/evidence folders.

Support planning and implementing Individual Education Plans for pupils with complex needs, liaising with parents, colleagues and outside agencies to ensure that pupils make progress and achieve their full potential.

Establish constructive and productive relationships with pupils assigned to the Resource Base, acting as a role model and setting high expectations

Promote the inclusion and acceptance of all Resource Base pupils within mainstream

Encourage pupils to interact and work co-operatively with others and engage all pupils in creative, active learning.

Promote independence and employ strategies to recognise and reward achievement of self-reliance and resilience

Provide feedback to pupils in relation to progress and achievement

Support for the Teacher in Charge of the Resource Base

Assist in organising and managing an appropriate learning environment and a range of resources
Within an agreed system of teacher supervision, plan challenging learning opportunities as appropriate

Take part in inset training/ CPD opportunities to further support the needs of pupils monitoring

strategies against pre-determined learning objectives

Monitor and evaluate pupils' responses to learning activities through a range of assessment and Provide objective and accurate feedback and reports as required on pupils' achievement, progress and well-being

Record progress and achievement systematically and providing evidence of level of progress and attainment

Promote school behaviour policy constructively with high expectations of pupil behaviour for learning Support the role of parents/carers in pupils' learning and contribute to review meetings /consultations as required

Advise on appropriate deployment and use of specialist aid/resources/equipment

Support for the Academy:

Be aware of the equal opportunities and behaviour policies of the school and apply them.

Be aware of and support difference and ensure all pupils have equal access to opportunities to learn and develop.

Contribute to the overall ethos / works / 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.

Take the initiative as appropriate to develop multi-agency approaches to supporting pupils where necessary.

Attend and participate in relevant meetings as required.

Participate in training and other learning activities and performance development as required.

Work as part of the team of Teaching Assistants to support enhancing the school environment with displays of pupil work and maintaining a safe, tidy and effective learning environment.

To carry out lunch and break duty daily, supporting pupil behaviour and promoting school rules and ethos.

Contribute to planning and supporting extracurricular learning activities/educational visits as required

Support/share knowledge and experience with other Teaching Assistants in area of expertise.

Confidentiality

During the course of your employment you may see, hear or have access to, information on matters of a confidential nature relating to the work of The Godolphin Junior Academy or to the health and personal affairs of pupils and staff. Under no circumstances should such information be divulged or passed on to any unauthorised person or organisation.

Data Protection

During the course of your employment you will have access to data and personal information that must be processed in accordance with the terms and conditions of the Data Protection Act 1984.

Safeguarding Children

In accordance with the commitment of The Godolphin Junior Academy to follow and adhere to the Department for Education guidance entitled "Keeping Children Safe in Education" (Sept 2016) it is the individual's responsibility to promote and safeguard the welfare of children and young people in the School. Satisfactory Enhanced DBS clearance is required for this post.