



Job Title: Specialist Teaching Assistant

Pay Grade: H3

Purpose of the Role

The purpose of the role is to work with teachers as part of a professional team to support teaching and learning for pupils with additional needs or for pupils who receive additional Pupil Premium funding.

Responsibilities

- Provide learning activities for individuals and groups of pupils under the professional direction and supervision of a qualified teacher, differentiating and adapting learning programmes to suit the needs of allocated pupils
- Plan and evaluate specialist learning activities with the teacher, writing reports and records as required
- Work with pupils on therapy or care programmes, designed and supervised by a therapist/care professional
- Monitor, assess, record and report on development, progress and attainment, as agreed with the teacher, drawing any problems which cannot be resolved to the attention of the teacher
- Select and adapt appropriate resources/methods to facilitate agreed learning activities
- Be involved in planning, organising and implementing individual development plans for pupils (such as assess plan do review cycles)
- Attend to pupils' personal needs including toileting, hygiene, dressing and eating, as well as help with social, welfare and health matters.

Specialist Teaching Assistants in this role may also undertake some or all of the following:

- Take the lead in inducting pupils into specialist units, classes or schools for pupils with special educational needs
- Monitor pupils' conduct and behaviour throughout the learning process and intervene to resolve complex, difficult or very challenging issues
- Supervise individuals and groups of pupils, including supervision in the classroom, playground and dining areas
- Work with pupils not working to normal timetable
- Establish and maintain relationships with families and carers and other adults, e.g. speech therapists
- Advise and assist pupils in the proper use and deployment of complex personal and learning aides and equipment



- Escort and supervise pupils on educational and out of school activities
- Support the development/oversee the work of other support staff
- Administer medication in accordance with an agreed plan under direction of healthcare practitioner and following appropriate training

Knowledge

- NVQ level 2 in numeracy & literacy (or equivalent)
- Intermediate knowledge of ICT
- Intermediate knowledge of Health, wellbeing and safety
- Awareness of keeping children safe
- First Aid
- Awareness of Data protection and confidentiality
- Understanding of the Schools ethos and values

Competencies

- Communication (written and verbal)
- Problem Solving
- Team working
- Active Listening
- Motivation
- Monitoring
- Sensitivity
- Resilience

This post is classed as having a high degree of contact with children or vulnerable adults and is exempt from the Rehabilitation of Offenders Act 1974. An enhanced disclosure will be sought through the DBS as part of Hertfordshire County Council's pre-employment checks. Please note that additional information referring to the Disclosure and barring Service is in the guidance notes to the application form. If you are invited to an interview you will receive more information.

This role will be reviewed annually as part of the PMD process.

The duties and responsibilities listed above describe the post as it is at present. The post holder is expected to accept any reasonable alterations that may from time to time be necessary.



At Prae Wood, we are committed to safeguarding and promoting the welfare of children and young people, and expect all staff and volunteers to share this commitment.