SIR JOHN HERON PRIMARY SCHOOL **JOB SPECIFICATION**

Title of Job: High Needs Teaching Assistant – PMLD, Autism, SEN and Complex Needs

Section: Schools
Scale: 4

Last Revised: September 2015

JOB DESCRIPTION

PERSON REPORTS TO: SENCO and School's Senior Management Team

STAFF SUPERVISED: None

PURPOSE OF JOB: To support the education of pupils who need particular help to overcome barriers to learning.

EQUAL OPPORTUNITIES:

The Council has a strong commitment to achieving equality of opportunity in both services to the community and the employment of people and expects all employees to understand and promote its policies in their work.

DUTIES AND RESPONSIBILITIES

1. Attend to pupils' personal needs, including social, health, hygiene, first-aid and welfare matters.

2. Assist with the planning and delivery of individual education plans (or other pupil-specific plans).

3. To support the specialist teacher in evaluating pupils' progress and maintain pupil records.

4. Use specialist knowledge or experience to support pupils' learning.

5. Liaise with parents, carers and professional staff (such as educational psychologists) in order to promote the learning objectives of each pupil, at the request of the teacher

6. Use initiative to develop and implement actions that will promote the integration of the pupil with his/her peers.

7. To fully support the teacher with extra-curricular activities such as swimming, educational visits and to fully participate where required

8. Promote individual learning

9. Use specialist curricular knowledge or experience to support pupils' learning, under the guidance of the class teacher
10. Take part in regular review of practice and take part in development opportunities

11. Setting personal targets and attending relevant courses/ in-service training to support the needs of the pupils

12. Prepare resources and materials for the individual needs of pupils

13. Assist in developing learning materials and using learning materials appropriate for the planned activities

This is a description of the main duties and responsibilities of the post at the date of production. The duties may change over time as requirements and circumstances change. The person in the post may also have to carry out other duties as may be necessary from time to time.

HEALTH AND SAFETY

- Be aware of and comply with policies and procedures relating to child protection, health, safety and security, confidentiality and data protection; and report all concerns to an appropriate person.

ADDITIONAL INFORMATION

- The jobholder is required to contribute to and support the overall aims and ethos of the school.
- All staff are required to participate in training and other learning activities, and in appraisal and development, as required by the school's policies and practice.

SUPERVISION

- The jobholder is managed by a member of the school's senior management team
- You will be required to attend meetings with parents, professionals and teachers and these may be outside your working hours

JOB CONTEXT

- The jobholder is one of a team of assistants who support the learning of pupils. Flexibility by all staff is important and a necessity in order to meet the varied needs of pupils.

- The jobholder is managed by the SENCO, but may work with several teachers. The jobholder works under the day-to-day direction and supervision of the teacher to whom he/she is assigned.

- The principal focus of the job is to support individual pupils who have special educational needs. This requires the jobholder to be able to adapt his/her work to the specific needs of the pupil (or small group of pupils)

CONTACTS

- The jobholder works with teachers and pupils and is likely to have frequent contact with parents, carers and visiting professional staff, such as educational psychologists, physio-therapists.

KNOWLEDGE, EXPERIENCE AND TRAINING

- Experience of working with or caring with complex learning and medical needs.
- Good numeracy and literacy skills.
- Basic knowledge of first-aid.
- Ability to use modern technology, including photocopier, video record and personal computer.
- Ability to work in a team

PHYSICAL EFFORT

- The job may require pushing children in wheelchairs and more children whose mobility is restricted. Appropriate training will be provided, if necessary.
- The job may require you to physically participate with pupils as advised by the SENCO, teacher or other professionals

WORKING ENVIRONMENT

- The job will include clearing up blood or other bodily fluids of children.
- The job will involve administering medication based on the medical needs of the child
- The job will include attending to the hygiene needs to pupils, e.g. washing, toileting

PERSON SPECIFICATION FOR HIGH NEEDS TEACHING ASSISTANT

PERSONAL QUALITIES	**Essential/ Desirable**
Empathy for children with special needs	**E**
Patience, kindness, understanding and a genuine interest in working with children with special needs including children with PM Adaptability, flexibility and ability to work as a team with members of staff.	**E**
Able to take the initiative and make decisions.	**E**
EXPERIENCE	
Experience of working with children.	**E**
Recent experience of working in a school.	**E**
A very good standard of written and spoken English that supports pupils' learning.	**E**
Experience of working with children with special needs.	**E**
TA specific qualification equivalent to NVQ Level 2 or 3 or above.	**D**
KNOWLEDGE AND UNDERSTANDING RELEVANT TO THE JOB	
An understanding of the varied needs of children as they develop physically, socially and academically.	**E**
A knowledge of behaviour management techniques that support school and classroom practices.	**E**
An understanding of Safeguarding, Health and Safety and Data Protection	**E**
SKILLS AND ABILITIES	
A commitment to promoting equal opportunities and meeting individual needs.	**E**
Awareness of confidentiality.	**E**
Ability to work as part of a team.	**E**
Able to manage time effectively.	**E**
Ability to be flexible to the needs of the children.	**E**
Effective communication, interpersonal and organisational skills.	**E**
Ability to use ICT/the internet and email to support pupils' learning.	**E**
Able to use ICT to store and retrieve data.	**E**
Ability to participate and support children in activities such as sports and swimming	**E**
Ability to support health care/toilet plan and medical needs of the children.	**E**
Ability to communicate with teachers and parents.	**E**
Ability to deliver pre-planned programmes of work to children.	**E**
TRAINING AND PROFESSIONAL DEVELOPMENT	
Willingness to take part in appropriate training and personal and professional development	**E**