**JOB DESCRIPTION**

**Special Needs Teaching Assistant**

**GRADE: H8**

**JOB PURPOSE**

To provide assistance to teaching staff in meeting the educational, developmental and welfare needs of pupils in a special school, to assist teachers in the management and maintenance of school resources and to contribute to the supervision and welfare of pupils throughout the school.

**SAFEGUARDING: *Warmley Park School is fully committed to promoting the safety and wellbeing of pupils. All staff are expected to undertake safeguarding training and implement processes identified in the school safeguarding policy. Staff are also expected to follow the staff code of conduct.***

1. **MAIN DUTIES**
2. To provide support to individual pupils or groups of pupils in accessing and undertaking a full range of educational activities through:

* Assisting pupils with individual learning programmes, including support with inclusion activities undertaken in mainstream schools.
* Promoting independent learning.
* Clarifying and explaining instructions.
* Assisting pupils with the appropriate use of equipment and resources, including ICT applications.
* Modifying activities to meet the needs of individual pupils.
* Preparing resources and display materials to support learning activities.

1. To contribute to the planning and evaluation of teaching activities and to observe and report on pupils’ progress, including maintenance of relevant administrative records.
2. To understand and respond positively to the physical, emotional and/or behavioural needs of pupils and to encourage participation and independence.
3. To attend to pupils’ personal welfare and hygiene needs, which may involve training and assistance with feeding, toileting and dressing. (This may also include basic first aid and the administration of medicines by agreement and subject to appropriate training being provided).
4. To support pupil mobility in and around the school, including access to/from school transport and to assist pupils using specialist equipment or other aids.
5. To undertake routine checks and maintenance of appropriate resources and equipment for pupil use.
6. To contribute to effective team practice by attending and participating, as appropriate, in relevant staff meetings and in-service training.

h) To contribute to the supervisory arrangements for pupils on arrival/departure, during breaktimes and on out-of-school activities.

i) To promote and reinforce school policies, practices and procedures to include an understanding of child protection and health and safety responsibilities.

1. **DIMENSIONS**

The postholder will not normally have direct responsibility for staff or finance.

1. **JOB CONTEXT**

The postholder will be one of several Teaching Assistants working closely with the qualified teaching staff and specialist professional staff in a school for pupils with special educational needs. In most cases pupils will have significant health and/or learning and/or emotional and behavioural problems.

1. **SUPERVISION**

Under the general supervision of the Headteacher, the Teaching Assistant will receive day-to-day supervision from the appropriate class teacher. There may be some limited supervisory responsibility for parent helpers or other volunteers/visitors and students.

1. **PROBLEMS AND DECISIONS**

The postholder must exercise responsibility for the welfare and safety of pupils at all times, intervening where necessary to ensure safe and proper conduct.

When working with groups or individuals, the SNTA will regulate pupil tasks within the framework established by the relevant teacher, making modifications to timing and content to reflect progress made etc.

The SNTA may exercise delegated discretion over rewards/sanctions in appropriate cases.

Appropriate resources or modifications to classroom materials will be produced in liaison with the relevant teacher.

1. **CONTACTS**

In addition to other school staff, the postholder will be expected to establish positive relationships with parents (including supervision of parent helpers), education and health service professionals and students or trainees undertaking work experience at the school.

1. **KNOWLEDGE, EXPERIENCE AND TRAINING**

A good standard of general education, normally evidenced by 3 or more GCSEs (including Mathematics and English) at Grade C or above or other equivalents.

Good interpersonal skills with both adults and children.

A relevant qualification in the care, development and/or education of children (e.g. NNEB, NVQ Level 3 in Childcare and Education, BTEC National Diploma in Childhood Studies) together with a minimum of one year’s practical experience of working with children or;

A minimum of 3 years previous experience of working with children in an educational context with evidence of relevant vocational training, e.g. Specialist Teaching Assistant Certificate, City and Guilds Learning Support Certificate.

A basic knowledge of ICT applications and experience of word processing is desirable.

Must be willing to undertake further professional development.

*The specific vocational training and experience sought may be amended to reflect the age of the pupils and the nature of their special needs, e.g. nursing qualifications and experience may be more appropriate to a pupil with significant physical/health requirements, social/care work may be appropriate to pupils with emotional and behavioural needs.*

1. **PHYSICAL EFFORT**

In a special school setting, this may require the postholder to undertake:

a) Lifting of non-ambulant pupils to assist them to access the curriculum and having regard to manual handling regulations.

b) Dealing with the personal welfare and hygiene of incontinent pupils.

c) Pushing wheelchairs/supported seating systems or other aids to different areas of the school premises.

d) Operating hoists after appropriate training.

e) Working at a table and on floor within school, working in different learning environments, for example forest school.

1. **WORKING ENVIRONMENT**

Most work will be undertaken within school premises. The post holder may occasionally be required to attend to pupils who have sickness or toiletting problems. Some anti-social behaviour by pupils may be experienced. The special needs of the pupils may present emotional and physical demands not common to mainstream schools.

1. **EQUIPMENT**

Use of computer and other audio visual aids to support teaching and learning activities.

Use of hoists and other specialist pupil aids, subject to appropriate training.

1. **GENERAL**

This job description sets out the main duties of the post and does not describe in detail all tasks required to carry them out.

1. **SPECIAL NOTES ON CONDITIONS**

The postholder will be subject to a full police and suitability check to satisfy child protection requirements. The post is exempt from the provisions of the Rehabilitation of Offenders Act and all convictions or cautions must be declared.

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