

# SPECIALIST EDUCATION SERVICES

## Teaching Assistant Scale 2

### JOB DESCRIPTION

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| POST TITLE:      | Teaching Assistant   |
| RESPONSIBLE TO:  | Head of Education  |
| RESPONSIBLE FOR: | Support for and delivery of key aspects of the curriculum and pupils individual programmes |
| GRADE:           | APT&C Salary Scale: pts 3 to 6   |
| POSTHOLDER:      | .....  |

SES Ltd is committed to safeguarding and promoting the welfare of children and young people and expects all staff and volunteers to share this commitment.

### GENERAL RESPONSIBILITIES:

1. The overall function of a Teaching Assistant, in liaison with the Head of Education, Deputy Head of Education and Specialist SEN Teacher, is to support pupils directly or indirectly by undertaking individual or group work and admin support.
2. To maintain clear, effective and impartial communication between education and care staff, and the senior management team.
3. To monitor objectively the quality of relationships between pupils, between staff and pupils, and between staff, with the constant aim of improvement.
4. To maintain good practice, be informed on current practice, and in liaison with the Head of Education, implement changes in accordance with developments in the education field.
5. To be conversant with, and work towards, fulfilling the National Minimum Standards and Regulations for Residential Special Schools as described in that document and as they apply to SES.
6. To be conversant with, and work towards, fulfilling the establishment's Statement of Purpose ensuring that the company's philosophy, ethos, aims and objectives are reflected in its organisation and practice.
7. To be conversant with and adhere to all procedures relating to child protection, health, safety and security, confidentiality and data protection, reporting all concerns to an appropriate person.

## MAIN RESPONSIBILITIES:

- 1 To work under the instruction of Teachers in the Learning Centre;
  - by working with pupils on an individual or group basis
  - by assisting in the preparation of specific areas of the curriculum
  - by assisting in the planning, assessment and recording of educational activities
  - by assisting in the efficient preparation of materials, resources and equipment.
  - by delivering pre-planned learning activities.
- 2 Participate fully in the daily observation and recording of pupils' behaviour and progress in the appropriate manner.
- 3 To establish appropriately high levels of expectation by setting down clear guidance for pupils for establishing good standards of behaviour and achievement within the establishment, including the careful presentation of work and the care of books and equipment.
- 4 To provide pastoral support and complement the Personal, Health and Social Education of the students, through specific course delivery, providing support for individual needs and specific behaviour programmes.
- 5 To be responsible for the safety of children by exercising adequate control and supervision.
- 6 To take part with colleagues in the development and implementation of changes in policies, syllabuses, materials and schemes of work especially in the context of the curriculum including the National Curriculum.
- 7 Where required, to participate in curriculum and management planning meetings, meetings with colleagues, parents and other agencies; to attend meetings to discuss children on an individual basis and contribute towards establishing a unified and consistent approach throughout the establishment.
- 8 To assist in the professional development of colleagues by involvement in relevant aspects of the company's Staff Support and Development Programme.
- 9 To work as part of the Avocet team to supervise pupils in unstructured time as required.
- 10 Perform any other tasks that the Principal or the Head of Education may reasonably request.

## WORKING TIME:

This job description allocates responsibilities and duties but does not direct the particular amount of time to be spent on carrying them out and no part of it may be so construed. The working week of ..... is configured in agreement with the Principal and Head of Education and the company's policies and plans on the use of time.

## REVIEW:

This job description will be reviewed at least once per year and may be subject to amendment or modification at any time after consultation with the postholder through the company's Staff Support and Development Programme. It is not a comprehensive statement of procedures and tasks but sets out the main expectations of the company in relation to the postholder's professional responsibilities and duties.