**SEFTON METROPOLITAN BOROUGH COUNCIL**

**Rowan Park**

**JOB DESCRIPTION**

**Post:** Designated 1:1 Teaching Assistant for Pupil

**Grade:** Grade F

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**Responsible to:** Headteacher

**Responsible for:** Supporting a young person with their learning and personal care needs.

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**JOB PURPOSE**

To work with a young person with their learning and personal care needs, to enable them to access the curriculum.

When required, you will also work with and supervise individuals and groups of children and young people with significant Special Educational Needs under the direction / instruction of teaching and / or senior staff, inclusive of specific individual learning needs, enabling access to learning for all pupils and assistance and support in classroom management and behaviour techniques. With specific responsibility to support the teaching and learning of children with severe and complex learning difficulties.

**MAIN DUTIES**

**Support for the Pupil**

* Establish good working relationships with pupils, acting as a role model.
* Be aware of and respond appropriately to individual pupil needs ensuring effective interaction.
* Provide specific support to pupils dependant upon their individual needs ensuring their safety whilst supporting access to learning activities.
* Promote inclusion and acceptance of all pupils.
* Encourage pupils to interact with others and engage in activities led by the teacher.
* Promote self-esteem and independence.
* Provide feedback to pupils in relation to progress and achievement under the guidance and direction of the teacher.
* Provide additional support for individual pupils enabling them to maintain their access to learning, this will include personal care, pastoral support, and using specialist equipment to support pupils mobility.
* Pastoral Care – follow individual personal care plan, which includes toileting, dressing/undressing, washing, teeth cleaning and any other individual pupil/students needs.
* Pastoral Support – to support individual behaviour plans, social, emotional, wellbeing programs and any other pupil/students needs including supporting pupils with challenging behaviour.
* Specialist Equipment – to use specialist equipment to support pupil’s mobility/therapy such as standing frames, side lyers, walkers, hoists and any other individual pupil/students needs.
* Assisted Feeding – to provide support for students/pupils in their eating and drinking plans using specialist equipment such as Peg feeding, pump feeding and any other specialist equipment needed to support individual students/pupils.
* Medical Needs – willingness to support student/pupils individual medical needs providing such support as suctioning, administering emergency rescue medication, following appropriate training, and any other specific individual requirements.

**Support for the Teacher**

* Provide minimal clerical / administration support (e.g. photocopying, typing, filing, collecting money, etc.)
* Contribute to the creation of specialist resources e.g. visual supports for individuals / groups of pupils, which meet the needs of the pupils
* Assist with the display of children’s work.
* Create and maintain a purposeful, orderly and supportive environment, in accordance with lesson plans.
* In liaison with the teacher, utilise strategies to support pupils in achieving learning goals.
* Report pupil achievements, progress and issues as appropriate in agreed format.
* Undertake pupil record keeping as requested.
* Administer routine primary tests and invigilate exams.
* Promote good pupil behaviour, dealing promptly with conflict and incidents and encouraging pupils to take responsibility for their own behaviour in line with established school policy.
* Establish constructive relationships with parents / carers.

**Support for the Curriculum**

* Undertake structured and agreed learning activities / learning programmes, taking into consideration pupil learning styles.
* Undertake literacy / numeracy/accreditation programmes, recording achievements and progress and providing appropriate reports and feedback for the teacher.
* Support the use of ICT in learning activities and develop pupils’ competence and independence in its use.
* Prepare, maintain and use equipment / resources required to meet the lesson plans / relevant learning activity and assist pupils in their use.
* To act as driver for minibus and people carrier, to transport pupils as part of the curriculum and undertake necessary training
* To act as a pool watch person during swimming sessions in the hydro pool and undertake all necessary training

**Support for the School**

* Be aware of and comply with school policies and procedures relating to child protection, health, safety and security, confidentiality and data protection. Report all concerns to the appropriate person (as named in the policy concerned).
* Be aware of and support difference and ensure all pupils have equal access to opportunities to learn and develop.
* Contribute to the school ethos, aims and development / improvement plan.
* Appreciate and support the role of other professionals.
* Attend relevant meetings as required.
* Participate in training and other learning activities as required.
* To lead on clubs/activities within working hours to enhance the learning experience of the students/pupils as directed by Headteacher.
* Accompany teaching staff and pupils on visits, trips and out of school activities as required.
* Supporting pupils on an individual basis as required at out of school activities i.e. work experience, college links and other off site activities

The post holder may reasonably be expected to undertake other duties commensurate with the level of responsibility that may be allocated.

We are committed to promoting the safeguarding and welfare of children and young people and expect all staff and volunteers to share this commitment.

*It is a condition of your employment that you notify the headteacher immediately of anything now or in the future that affects, or might affect, your suitability to work in our school, including any cautions, warnings, convictions, orders or other determinations made in respect of me or a member of my household that would render your disqualified from working with children under the Childcare (Disqualification) Regulations 2009, replacement or similar legislation. Failure to notify will be a serious matter, considered as gross misconduct under the disciplinary processes, and could result in dismissal.*

Signature: ................................................................................ Date: ........................................