



IVESON PRIMARY ASD RESOURCED PROVISION

Job Description

Job Title:	Level 2 -Teaching Assistant
Pay Band:	B3
Responsible to:	Resourced Provision Lead Teacher
Hours of Work:	35 hours term time only + 5 days

Values, Aims and Ethos

Our ethos and values are at the core of everything we do.

Aims

We aim to provide a broad and balanced curriculum to meet the individual needs of our pupils ensuring they can succeed and flourish within a supportive environment that recognises, builds on and celebrates their individual strengths and abilities.

Mission Statement/ Ethos

'Where Aspirations Soar' we believe all children have the right to achieve their very best from their starting point and that it is our duty to support them to do this.

Safeguarding

Iveson Primary is committed to safeguarding and promoting the welfare of children and young people and expects all staff and volunteers to share this commitment. Appointments are made subject to a satisfactory Disclosure and Barring Service check (DBS formally CRB) and medical clearance from Leeds City Council's Occupational Health Service.

Role:

To work under the guidance of teaching/senior staff and to support the education of individual children and small groups, within the resourced provision and mainstream school, as required. The post involves giving individual and bespoke support to the child/ren, including personal care and medical support where needed, helping to prepare resources, implement and embed routines, deliver any programmes specific to the child and report on progress.

Staff may also be required to support lunchtime supervision alongside the Midday Supervisor. The primary focus will be to maintain good order and to keep pupils on task.

Main Duties:

1. To use specialist (curricular/learning) skills/training/experience to support pupils' learning.
2. To supervise and provide support for pupils, ensuring their safety and access to learning activities.
3. Supporting pupils who may have complex medical needs and who may need emergency medical support, training will be provided.
4. Supporting pupils who require additional support with communication, including those pupils with a mechanical system of communication, training will be provided. The post holder may also be required to use British Sign Language and/or Makaton (a form of sign language for SEN pupils) if so, training will be provided.
5. Supporting pupils with speech difficulties under the guidance of a Speech Therapist to support individual pupils with specific needs - in-house training provided.
6. Providing support to pupils who need assistance with personal care, including changing nappies for incontinent pupils and assisting pupils to use the toilet if they are unable to use the toilet unaided.
7. The post holder may also be required to assist pupils with physiotherapy under the guidance of physiotherapist.
8. The post holder may be required to restrain pupils who may harm themselves or others. Some pupils may bite, kick, nip and punch etc. themselves staff and or other pupils. Team Teach Training will be provided.
9. To establish productive working relationships with pupils, acting as a role model and setting high expectations.
10. To assist with the development and implementation of ILPPs and Sensory Profiles as required.
11. To promote the inclusion and acceptance of all pupils within the classroom.
12. To support pupils consistently whilst recognising and responding to their individual needs.
13. To encourage pupils to interact and work co-operatively with others and engage all pupils in activities.

14. To promote independence and employ strategies to recognised and reward achievement of self-reliance.
15. To provide feedback to pupils in relation to progress and achievement.
16. To work with the teacher to establish an appropriate learning environment.
17. To work with the teacher in lesson planning, evaluating and adjusting lessons/work plans as appropriate.
18. To monitor and evaluate pupil responses to learning activities.
19. To provide objective and accurate feedback and reports as required to the teacher on pupil achievement, progress and other matters, ensuring the availability of appropriate evidence.
20. To be responsible for keeping and updating records as agreed with the teacher, contributing to reviews of systems/records as requested.
21. To promote positive values, attitudes and good pupil behaviour, dealing promptly with conflict and incidents in line with established policy and encourage pupils to take responsibility for their own behaviour.
22. To liaise sensitively and effectively with parents/carers as agreed with the teacher within your role/responsibility and participate in feedback sessions/meetings with parents with or as directed by the teacher.
23. To implement agreed learning activities/programmes, adjusting activities according to pupil response/needs.
24. To implement learning strategies - literacy numeracy, KS1 & 2 and early years and make effective use of opportunities provided by other learning activities to support the development of relevant skills.
25. To support the use of ICT in learning activities and develop pupils' competence and independence in its use.
26. To determine the need for, prepare and maintain general and specialist equipment and resources, as required.
27. To help pupils to access learning activities through specialist support.
28. To be aware of and comply with policies and procedures relating to child protection, health, safety and security, confidentiality and data protection, reporting concerns to an appropriate person.
29. To be aware of and support differences and ensure all pupils have equal access to opportunities to learn and develop.
30. To contribute to the overall ethos/work/ aims of the school.
31. To establish constructive relationships and communicate with other agencies/professionals in liaison with the teacher, to support achievement and progress of pupils.

32. To attend and participate in regular meetings, training and other learning activities as required.
33. To supervise pupils on visits, trips and out of school hours learning activities as required which fall within the remit and hours of the post.
34. To be performance managed.
35. Any other duties commensurate with the grade as directed by your Line Managers.

Any Special Conditions of Service:

- There is a requirement to submit to an enhanced Disclosure and Barring Service check (DBS formally CRB).
- Term time working plus 5 days.
- There may be a need to, occasionally, work outside of school hours and off school premises, as required by the school.
- The school and grounds have a no smoking policy.