

HIGHER LEVEL TEACHING ASSISTANT (SEN) JOB DESCRIPTION

Job Purpose

To support all the teaching and learning taking place at the Southover Partnership School.

Hours of work

Monday to Friday, 9:00am – 3.00pm

Responsible to

The Head of School

Support for Teachers

- Organise availability of resources/equipment including maintenance of IT equipment
- Work in classes under the direction of teachers
- Support teachers by working closely with them in managing students' behaviour
- Teach students in the event of a teacher's absence
- Prepare resources as requested by teachers
- Support teachers in behaviour management including positive handling when necessary
- Carry out any reasonable requests from the Managers

Support for Teaching Assistants / Keyworkers

- To support less experienced staff
- To set high standards for support staff to follow and lead by example

Support for Students

- Organise provision of refreshments for students
- Deal with accidents, emergencies and illness
- Maintain an Accident Book, incident book (bullying) and a First Aid Kit
- Plan and monitor effective deployment of your own time in unstructured times
- Mentor/"common sense" counsellor. Listening to student's problems, worries and thoughts
- Build relationships with pupils in the less structured setting of break times
- Break time supervision – offering games football, gardening or chatting as the student requires

Support for the School

- Model good practice as a Teaching Assistant in lessons
- Distribute notes to teachers
- Inform Management of any issues arising in relation to the premises

- Ensure that staff keep the daily diary up to date
 - Be responsible for liaising with the office throughout the day
 - Keep a log of daily room use
 - Ensure register is correctly marked and kept up to date
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- Liaise with parents, carers, cabs and office if children are absent
 - Ensure the signing in and out log (in the diary) is completed
 - Inform the office when resources need replenishing
 - Keep the store cupboards tidy and accessible
 - Lock all equipment away
 - Leave the classrooms tidy, including emptying the bins at the end of each day
 - In the event of fire take the register and diary to the meeting point
 - Official first aider
 - Supporting New Staff

HIGHER LEVEL TEACHING ASSISTANT (SEN) PERSONAL SPECIFICATION

Essential

- A minimum of a level 2 qualification in a related qualification.
- Prior experience of working with children of school age in either a paid or voluntary capacity or Youth work experience.
- An ability to be able to relate effectively with disaffected youngsters.

Desirable

- To hold the HLTA level 3 certificate

On-going training is integral to this role; the post holder will be expected to undertake relevant training as identified by the Deputy Head Teachers/Head Teacher, including the following:

- Positive handling
- First Aid
- Safeguarding children
- Educational therapy plus other training organised by the Southover Partnership.

All posts are subject to an enhanced Police Disclosure and Barring Check (DBS -December 2012)