

## TA for Specialist Provision Role Profile

<b>Role Title</b>	Teaching assistant	<b>Reporting to</b>	Teacher in charge of Specialist Provision
<b>Section</b>	Specialist Provision, Royds Hall Community School		
<b>Contract type</b>		<b>Grade / Salary</b>	Band D

### Part A – JOB DESCRIPTION

<b>Overall purpose of role</b>	To support students in the mainstream school and in the specialist provision who have complex communication and interaction difficulties. To work under the guidance of teaching/senior staff to implement and oversee agreed work programmes with individuals/groups, in or out of the classroom. This could include those requiring detailed and specialist knowledge in particular areas and will involve assisting the teacher in the whole planning cycle and the management/preparation of resources.
<b>Safeguarding Requirements</b>	This post requires the post holder to work with children and young adults. Any employment offer is therefore subject to the results of an Enhanced Disclosure from the Disclosure and Barring Service (DBS). People who may have contact with younger children (i.e. primary school age) are also required to complete a declaration about family or other members of their household.

<b>Key Outputs</b>
<ol style="list-style-type: none"> <li>1. This post is based in the Specialist Provision within Royds Hall Community School which provides support for children with complex communication and interaction needs, their families and designated local mainstream schools. This Specialist Provision is part of a range of provisions for children with complex communication and interaction difficulties including those with autistic spectrum conditions.</li> <li>2. This role is required to work as part of a specialist team including teachers, support staff and a range of other professionals to support the learning and welfare of all targeted children and where appropriate ensure smooth transition of children to their designated local school.</li> <li>3. As a Teaching Assistant in the SP, you will be required to provide skilled delivery and support which increases student independence under the direction of the teacher in charge and classroom teachers.</li> <li>4. This role includes organising and providing learning and educational activities, developing skills, supporting integration and transition, securing children's physical and emotional well-being, whilst raising self-esteem and encouraging independence.</li> <li>5. The role will involve delivering support for children with complex needs on a one to one and small group basis either in or out of the classroom or in the specialist provision base. The post also involves working in partnership with parents/carers and families in order to build confidence and trust.</li> <li>6. Under the guidance of the Teacher in charge of SP provide one to one support to students or working with groups of students on pre-planned activities, to reinforce the teachers approach and to support the learning to maximise student progress and</li> </ol>

achievements.

7. To work alongside pastoral teams to provide support to achieve positive outcomes and meet the needs of children, their families and school.
8. To support schools and other external agencies, as appropriate, in the assessment of children's needs, in developing effective support strategies, and in the implementation of additional needs and other plans.
9. To implement appropriate communication and access arrangements and to enable access to learning.
10. To implement relevant and appropriate ASC support processes under the direction of the teacher, advanced or senior Teaching Assistant.
11. To use the latest materials, resources and approaches, under the direction of the teacher, advanced or senior TA, in order to best meet the needs of children with ASC.
12. To assist with the preparation and tidying of the classroom and upkeep of resources.
13. To participate in and assist in the supervision of educational visits in conjunction with the teacher/line manager.
14. To build strong working relationships with teachers and other departments.
15. Actively encourage the inclusion of all students to participate in the life and activities of the school and access the national curriculum to the best of their ability.
16. Liaise with curriculum departments, pastoral and Specialist Provision Team staff to help the teacher ensure the needs of all students are met fully.
17. Ensure key staff are informed of progress and developments through regular feedback and updates.
18. Maintain regular, positive contact with staff, students and parents involved in Specialist Provision.
19. Proactive liaison with, SP and teachers, to help the students make strong progress overtime.
20. Complete reports in relation to student progress and assist in the preparation of Pupil Profiles, Support Plan, IEP's, and EHC Plans as required.
21. Contribute towards relevant referrals to outside agencies to access support for students.
22. Seek feedback about own performance and the quality of support offered.
23. To provide cover for break and lunchtime as directed by the teacher in charge or senior members of staff, ensuring the post holder actively upholds and promotes the philosophies of the school.
24. Undertake professional development to ensure own knowledge is up to date and to develop professionally.
25. As part of your wider duties and responsibilities you are required to promote and actively support the school's responsibilities towards Safeguarding. Safeguarding is about

keeping people safe and protecting people from harm, neglect, abuse and injury. It is about creating safe places, being vigilant and doing something about any concerns you might have.

26. Carry out your duties with due regard to current and future School policies, procedures and relevant legislation. These will be drawn to your attention in your appointment letter, your statement of particulars, induction, and on-going performance development and through College communications.

**General:**

- Be aware of and comply with policies and procedures relating to child protection, health, safety and security, confidentiality and data protection, reporting all concerns to an appropriate person.
- To undertake such other duties and responsibilities of an equivalent nature, as may be determined by the teacher in charge or senior members of staff.
- The post-holder's duties must at all times be carried out in compliance with the SHAREMATs Equal Opportunities Policy and other policies designed to protect employees or service users from harassment;
  1. a) Take reasonable care of the health and safety of self, other persons and resources whilst at work.
  2. b) Co-operate with management of the Academy as far as is necessary to enable the responsibilities placed upon the Academy under the Health and Safety at Work Act to be performed e.g. operate safe working practices.
  3. c) It is the duty of the post-holder not to act in a prejudicial or discriminating manner towards others associated with the academy, including those who may be for example from ethnic minority communities, women, disabled or older people, lesbians or gay men. The post holder should also counteract such practice or behaviour by challenging or reporting it.
- Employees will be expected to comply with any reasonable request from a manager to undertake work of a similar level that is not specified in this job description.
- Employees are expected to be courteous to colleagues and provide a welcoming environment to visitors and telephone callers.
- Colleagues are expected to promote and act in line with the principles and practice of all Academy policies.
- The Academy will endeavour to make any necessary reasonable adjustments to the job and the working environment to enable access to employment opportunities for disabled job applicants or continued employment for any employee who develops a disabling condition.

**Dimensions** (Financial/Statistical/Mandates/Constraints/No. of direct reports)

- Specialist Provision at Royds Hall Community School has places for 20 students. We currently have 13.
- Range of Teachers and Support Staff approximately 150 across the whole school.
- Range of Students in the whole school is approximately 850. Number of SEND students varies with each new intake.

**Work/Business contacts**

**Internal:** All teachers and support staff to advise how effectively to support students to achieve their Personal Best.

**External:** External staff, Other Schools, Parents and families.

**Expertise in Role Required (At selection - Level 1)****Essential or Desirable**

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|--|-----------|
| • Mainstream and/or special school support experience in relevant key stage(s).  | Essential |
| • Experience of working with children with complex needs, in particular Autistic Spectrum Condition                                    | Desirable |
| • Experience of working closely with families.   | Desirable |
| • Experience in developing effective classroom practice with other staff.  | Desirable |
| • Educated to GCSE level 'C' or equivalent including English and Maths, or be able to demonstrate equivalent experience to that level. | Essential |
| • Willingness to undertake further training and qualifications.  | Essential |
| • Knowledge of safeguarding procedures.  | Desirable |
| • Knowledge of special educational needs, inclusion and equality procedures, legislation and relevant guidance.                        | Desirable |
| • Working knowledge or understanding of relevant policies and codes of practice (including EHCPs, IEPs, Pupil Passports etc)           | Desirable |
| • Specific skills/experience in a relevant strand e.g. TEACCH.   | Essential |
| • Sharing best practice with other members of the SP team and wider school staff.  | Essential |
| • Excellent communication skills.  | Essential |
| • Communicate effectively with a range of staff grades to encourage good working relationships internally and externally.              | Essential |
| • Managing your own work load effectively to achieve agreed levels of performance.   | Essential |
| • Ability to monitor and evaluate impact of interventions and strategies.  | Essential |
| • Ability to prepare differentiated materials and teaching aids suitable for learning activities.                                      | Essential |
| • Excellent behaviour management skills.   | Essential |

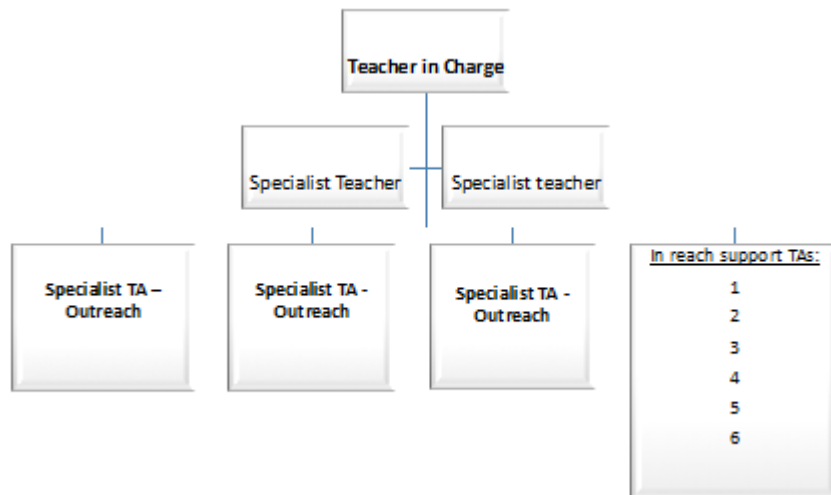
### ***Other (Physical, mobility, local conditions)***

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|---|-----------|
| • Full clean driving licence and business insurance to travel between work bases, transport students, parents, clients and equipment. | Essential |
| • Commitment to ongoing personal training and development.  | Essential |
| • Ability to adapt and be flexible to the needs of the school.  | Essential |
| • Willing to undertake training and development as required.  | Essential |

### ***Expertise in Role - After initial development - Level 2***

- Specialist skills/training in curriculum or learning area.
- Specialist skills/training in Complex Communication and Interaction

### ***Structure***



### ***Signatures***

Approved by : CEO \_\_\_\_\_

Approved by : Post Holder/or Representative \_\_\_\_\_