

**JOB DESCRIPTION**

**Specialist Teaching Assistant - The Horizon School**

**JOB TITLE:** Teaching Assistant

**DIVISION:** The Horizon School, Hartlepool

**GRADE:** Band 7

**RESPONSIBLE TO:** Lead Professional- Vulnerable Pupils

**JOB PURPOSE**

* To complement the professional work of teachers by taking responsibility for agreed learning activities under an agreed system of supervision, for all pupils, particularly those with complex SEMH who need significant help in overcoming barriers to learning. This may involve planning, preparing and delivering learning activities for individuals, groups or whole classes for PPA, management time or short-term absences. This will also include monitoring pupils, assessing, recording and reporting on pupils’ achievement, progress and development, under the direction of the teacher.

**JOB SUMMARY**

**To provide teaching and learning support to individuals and/or groups of pupils in the learning environment.**

Working under the direct supervision and guidance of a teacher:

* Liaising closely with teaching staff to assess the needs of pupils and assisting in the preparation, development and implementation of personalised learning plans in line with the targets identified on the pupils EHCP.
* Use teaching and learning objectives to plan, evaluate and adjust lessons/work plans as appropriate within an agreed system of supervision
* Plan, prepare and deliver specified learning activities to individuals, groups of pupils and whole classes modifying and adapting activities and the approach as necessary under the direction and supervision of a teacher
* Recording and reporting on the progress and achievement of pupils and participating in reviews of pupils’ progress, development and attainment.
* Assess the needs of pupils and use knowledge and specialist skills to support pupils learning
* Providing feedback to pupils and parents/carers in relation to progress, achievement, behaviour, attendance and other relevant areas.
* Assisting in administering, invigilating and assessing/marking tests and examinations.
* Liaising with education, health and other specialists and outside agencies to develop multi-agency approaches to support pupils.
* Providing advice, information and demonstrations to classroom and teaching assistants to assist in the development of their skills.
* It is an expectation of the role that jobholders will engage with all pupils as directed by the school in line with the overall goals of the school and the needs of all pupils.
* Promote high standards of behaviour, employ effective de-escalation strategies, and where necessary, exercise appropriate physical intervention
* Support pupils in emotional and social well-being, reporting problems to the teacher as appropriate
* Provide specialist support to pupils in any or all of the following areas; pupils with learning, behavioural, communication, social, sensory or physical difficulties, gifted and talented pupils, pupils where English is not their first language, pupils who are not working to the normal timetable, or specific curriculum areas
* Within defined parameters and guidelines, share information concerning pupils with staff, parents/carers/guardians, internal and external agencies as appropriate.
* Support independent learning and the inclusion of all pupils
* Support the raising of educational aspiration in all pupil/parent contact and provide constructive feedback on pupil attainment, learning and achievement
* Support pupils using IT in their learning activities and develop pupils’ competence, confidence and independence in its use.
* Assist in the creation of individual development plans as required by teaching staff
* Support the work of volunteers and other support staff in the setting
* Select, prepare and clear up materials used in the learning environment ensuring that they are available for use as directed by the teacher, including photocopying, filing and the presentation and display of the pupils work
* Support pupils in their social, emotional and personal development
* Contribute to the development of policy and procedure
* Provide short term cover supervision of classes
* It is an expectation of the role that jobholders will engage with all pupils as directed by the school in line with the overall goals of the school and the needs of all pupils.

**General**

* Unequivocally support and promote the values and ethos of The Horizon School
* Have due regard for safeguarding and promoting the welfare of children and young people and to follow all associated child protection and safeguarding policies.
* To be aware of the responsibilities under Data Protection Legislation for the security, accuracy and significance of the personal data held in the schools systems
* Be aware of and support difference and ensure equal opportunities for all.
* Develop constructive relationships and communicate with other agencies/professionals where appropriate to the role.
* As and when required as directed by teaching staff, to escort pupils home with an appropriate colleague.
* Be an effective role model for pupils by demonstrating and promoting the positive values, attitudes and behaviour expected from pupils.
* To undertake such duties as required to meet the needs of the service.

The Horizon School, Hartlepool is committed to safeguarding and promoting the welfare of children and young people. We expect all staff to share this commitment and to undergo appropriate checks, including an enhanced DBS check.

Whilst every effort has been made to explain the main duties and responsibilities of the post, each individual task undertaken may not be identified and the post holder may reasonably be expected to undertake other duties commensurate with the level of responsibility that may be allocated from time to time.

**Date:** July 25