

JOB DESCRIPTION

POST:	Advanced Teaching Support
GRADE:	Grade E SCP 6-9
RESPONSIBLE TO:	SENDco Lead
STAFF MANAGED:	None
JOB PURPOSE:	To support teachers in all aspects of their role, including, but not limited to: supervision of classes for absent teaching staff, administrative support, working with students on a one-to-one basis, working with students alongside teaching staff and sharing good practise within the SEND team.
JOB CONTEXT:	
ACCOUNTABILITIES / MAIN RESPONSIBILITIES:	
Operational Issues	<ul style="list-style-type: none"> • Support the learning of students in lessons under the direction of the teacher. • Cover lessons for teaching staff as directed – including adapting of work as necessary and effectively managing students in the classroom. • Supervise and/or support students in internal and external examinations, including acting as an amanuensis where directed. • Provide educational, emotional and physical support to students, using initiative and independent decision-making. • Work without a teacher present on a one-to-one or small group basis with students, planning work, preparing materials and carrying out clerical duties to help with the learning process. • Accompany students on school trips. • Support departments as directed with internal and external extra-curricular activities. • Provide administrative support to teaching staff. • Undertake relevant training and take responsibility for own professional development, including working towards appropriate qualifications. • Contribute to reporting and monitoring of progress and assessment of students and contribute to planning, attending and providing reports for students' reviews. • Attend to students' personal needs including help with social, welfare, care and health matters. • Help to maintain and enhance the school and classroom environment in order to support all student's learning.

	<ul style="list-style-type: none"> • Supervise home learning club at lunchtimes. • Train staff in own and other schools as part of the programme of the enhanced mainstream school. • Be familiar with, and follow, all school policies. • Uphold the high standards within the school and act as a positive role model for students in terms of behaviour and appearance as deemed appropriate by the headteacher.
Communications	<ul style="list-style-type: none"> • Communicate with other staff and parents as necessary. • Work with other professionals, such as speech therapists, as necessary.
Skills Development	<ul style="list-style-type: none"> • Participate in team meetings and attend any necessary training events.
Partnership or Corporate Working	<ul style="list-style-type: none"> • Attends meetings with external agencies as appropriate and follow up on actions required.
Safeguarding	<ul style="list-style-type: none"> • Be responsible for promoting and safeguarding the welfare of children and young people that you are responsible for and come into contact with. • Know about data protection issues in the context of the role. • Maintain confidentiality as appropriate. • Be fully aware of, understand and act upon the duties and responsibilities arising from legislation and guidance in relation to child protection and safeguarding. • Comply with the Trust's Safeguarding Policy in order to ensure the welfare of children and young persons.
Systems and Information	<ul style="list-style-type: none"> • Maintain records of all communication with parents/carers. • Be aware that different types of information exist (for example, confidential information, personal data and sensitive personal data), and appreciate the implications of those differences. • Share information appropriately – in writing, by telephone, electronically and in person.
Data Protection	<ul style="list-style-type: none"> • To comply with the Trust's policies and supporting documentation in relation to Information Governance this includes Data Protection, Information Security and Confidentiality.
Health and Safety	<ul style="list-style-type: none"> • Be aware of and implement your health & safety responsibilities as an employee and where appropriate any additional specialist or managerial

	<p>health & safety responsibilities as defined in the Health & Safety policy and procedure.</p> <ul style="list-style-type: none"> • Ensure that compliant records are kept for Health and Safety training, checks and audits.
Equalities	<ul style="list-style-type: none"> • We aim to make sure that services are provided fairly to all sections of our community, and that all our existing and future employees have equal opportunities. • Ensure services are delivered in accordance with the aims of the Trust's Equality and Diversity Policy. • Develop own and team members understanding of equality issues.
Flexibility	<ul style="list-style-type: none"> • The Trust provides front line services, which recognises the need to respond flexibly to changing demands and circumstances. Whilst this job outline provides a summary of the post, this may need to be adapted or adjusted to meet changing circumstances. Such changes would be commensurate with the grading of the post and would be subject to consultation. All staff are required to comply with Trust Policies and Procedures.
Customer Service	<ul style="list-style-type: none"> • The Trust requires a commitment to equity of access and outcomes, this will include due regard to equality, diversity, dignity, respect and human rights and working with others to keep vulnerable people safe from abuse and mistreatment. • The Trust requires that staff offer the best level of service to their customers and behave in a way that gives them confidence. Customers will be treated as individuals, with respect for their diversity, culture, and values. • Understand your own role and its limits, and the importance of providing care or support.
Date of issue	October 2023

Person Specification
Advanced Teaching Support

Essential upon appointment	Desirable upon appointment
Knowledge	
<ul style="list-style-type: none"> • An awareness of child/young person's development and learning • An understanding that children/Young people have differing needs • Knowledge of Behaviour management techniques 	<ul style="list-style-type: none"> • Good understanding of child development and learning processes • Knowledge of Child Protection and Health & Safety policies and procedures • Knowledge of inclusive practice
Experience	
<ul style="list-style-type: none"> • Experience appropriate to working with children in a learning environment 	<ul style="list-style-type: none"> • Secondary experience
Occupational Skills	
<ul style="list-style-type: none"> • Good written and verbal communication skills: able to communicate effectively and clearly and build relationships with a range of staff, children, young people, their families and carers • Good reading, writing and numeracy skills • Good ICT skills 	
Qualifications	
<ul style="list-style-type: none"> • Relevant NVQ Level 2 qualification or equivalent • GCSE Maths & English or Level 2 equivalent 	<ul style="list-style-type: none"> • Relevant NVQ level 3 • Appropriate first aid qualification
Personal Qualities	
<ul style="list-style-type: none"> • Demonstrable interpersonal skills • Ability to work successfully in a team • Confidentiality • Flexibility • Ability to work independently 	<ul style="list-style-type: none"> • Creativity

Other Requirements	
<ul style="list-style-type: none">• Enhanced DBS Clearance• To be committed to the school's policies and Vision and Values• To be committed to Continuing Professional Development• Motivation to work with children and young people• Ability to form and maintain appropriate relationships and personal boundaries with children and young people• Emotional resilience in working with challenging behaviours and attitudes• Ability to use authority and maintaining discipline• An empathy for equality & diversity• The ability to converse at ease with customers and provide advice in accurate spoken English is essential for the post	