Milton Keynes City Council – Role Profile

Role Title: **Teaching Assistant L1 (Dedicated Specific Needs)**

Service Group: **Children and Families**

Accountable to: **Head Teacher**

JE Ref: **JE0802**

Grade: **B**

Purpose of job

To work under the direct instruction of teaching/senior staff, usually in the classroom with the teacher, supporting access to learning for pupils with special educational needs and providing general support to the teacher in the management of pupils and the classroom.

Key Objectives

1	Support pupils with special needs to understand instructions and encourage independent learning wherever possible
2	Attend to special needs pupils' personal needs and assist the implementation of related personal programmes, including social, basic medical, First Aid, physical, hygiene and welfare matters with appropriate training/support
3	Assist with the planning and preparation of activities and in the delivery of local and national initiatives
4	Prepare the learning environment as directed for lessons and clear up learning environment and resources.
5	Assist with the display of pupils' work
6	Assist with break /lunch time supervision including facilitating games and activities
7	Assist with escorting pupils on educational visits and out of school activities
8	Support pupils in emotional wellbeing, reporting issues to the teacher when appropriate

Schools benefit from a flexible approach to working arrangements – because of this, the tasks and responsibilities listed here are not definitive. Head Teachers may require particular additional duties to be undertaken to suit the specific school's requirements and these may be incorporated in the role requirements as long as they are at a similar and appropriate level to the other listed duties.

Scope

- Have familiarity with all relevant statements/documents of special educational needs specific to individual children.
- Prepare and maintain equipment/resources as directed by the teacher.
- Support the teacher in managing pupil behaviour, reporting difficulties as appropriate.
- Be aware of and support difference and ensure all pupils have equal access to opportunities to learn and develop.
- Work is normally carried out in the classroom or similar environment, which may sometimes involve exposure to noise or other unpleasant conditions.

Work Profile

- Establish good relationships with pupils, acting as role model and ensure awareness of individual needs, responding appropriately when appropriate.
- Encourage pupils to interact with others constructively and engage in activities led by the teacher.
- Undertake pupil record keeping as requested.
- Gather/report information from/to parents/carers as directed.
- Adhere to school, local and national authority guidelines, exercising professional discretion at all times.
- 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.
- Participate in training and other learning activities and performance development as required.
- Contribute to the overall ethos/work/aims of the school.
- Attend relevant meetings.
- Maintain confidentiality at all times.

Other information

Milton Keynes City Council is committed to safeguarding and promoting the welfare of children and vulnerable adults. All employees are expected to share this commitment, to follow the Council's safeguarding policies and procedures and to behave appropriately towards children and vulnerable adults at all times, both in work and in their personal lives.

SPOKEN ENGLISH FLUENCY DUTY REQUIREMENT - The ability to converse at ease with members of the public and provide advice in accurate spoken English is essential for this post.

All school-based posts are defined as Regulated Activity and therefore this post is subject to an Enhanced with Barred List Criminal Records Bureau check.

Person Specification

Skills and Knowledge			Level			Assess by;
**A**ttainable	_Successful applicants will be expected to obtain the denoted qualifications or experience within an agreed period of time_	_**A**_				_**A**_ Application
**D**esirable	_Applications will be preferred from candidates with the denoted qualifications or experience_		_**D**_			_**I**_ Interview
**E**ssential	_Applicants without the denoted qualifications or experience will not be considered for this role_			_**E**_		_**T**_ Testing _**R**_ Reference
Qualifications	Good basic education with proficiency in numeracy, literacy and ICT	X				A
Skills / Experience	Experience of working with children in a learning or play environment		X			A
	Experience of one-on-one working with children with special educational needs		X			A

Competencies			Level			Assess by;
**A**wareness	_Demonstrable aptitude and ability to develop in the particular work area_	_**A**_				_**A**_ Application
**S**ignificant	_Clear competence in the work element sufficient for all role requirements_		_**S**_			_**I**_ Interview
**E**xtensive	_Sufficient expertise in the work element to lead and mentor others, and influence policy and practice_			_**E**_		_**T**_ Testing _**R**_ Reference
Planning and organising work	Working under instruction to prepare and deliver learning activities and general classroom support		X			I, R
Planning capacity and resources	Use and safekeeping of classroom equipment.		X			I, R
Influencing and interpersonal skills	Encouraging inclusivity and engagement in learning, particularly with pupils with special educational needs		X			I, R
	Interaction with other pupils, colleagues, parents and others in a positive and inclusive manner		X			I, R
Using initiative	Using agreed techniques and processes to deal with day-to-day issues and problems		X			I, R

			X		I, R
Working independently	Working with individuals and small groups under the guidance and supervision of the class teacher		X		I, R
Managing people	Co-operative working with colleagues		X		I, R
Managing resources	Equipment; Keeping accurate records when required		X		I, R
Managing risk	Full working knowledge of relevant policies and practices in relation to health and safety, safeguarding, child protection.		X		I, R
Managing oneself	Awareness of opportunities for professional self-improvement		X		I, R