****

**ELSA Intervention Teaching Assistant Job Description**

|  |  |
| --- | --- |
| **Reporting to:** | SEN Leaders and INCO  |
| **Responsible for:** | Working in partnership with teaching and support staff to foster effective academic progress of students and participation in school life |
| **Liaising with:** | Headteacher, Deputy and Assistant Headteachers, INCO, departmental teaching staff, relevant support staff, students, parents and trustees |
| **Working time:** | 30 hours per week (less hours considered)Monday to Friday, 8:30am – 3:00pm40 weeks per year |
| **Salary/grade:** | Grade C  |
| **Supporting Students:**  | * To support and assist students in achieving their academic and social targets across the curriculum.
* To establish supportive, caring and secure relationships with children, and to be available to offer individual support
* To create, develop and produce resources for use with intervention programs, as appropriate
* To liaise with the relevant cluster school/s to support the transition process for identified children
* To assist individual students with a known special educational need or disabilities (SEND) through specific interventions.
* To assist students with their social and emotional skills development within the specific intervention either 1:1 or small group.
* To set a good example to students through own presentation and personal and professional conduct.
* To develop methods of promoting and reinforcing students’ self-esteem.
* Teach coping strategies/management for emotions
* To contribute to monitoring and recording pupil’s progress and providing relevant feedback to teachers and parents
* To promote respect, self esteem and a positive, inclusive ethos for all children and adults throughout the school
 |
| **Supporting the Teacher and LS Line Managers:** | * To support and liaise with teachers by planning and delivering interventions, so that learning outcomes are met and maximizing teaching and learning.
* To support teachers in establishing and maintaining high expectations for all students’ with SEND.
* Under the direction of the teacher, to set clear learning expectations for individuals and groups of students within the interventions.
* To contribute to the monitoring and evaluation of students’ progress in order to determine the success of the intervention, and feed into future planning.
* Working with the INCO and any other staff with special educational expertise to contribute to SEND or EHCP classplans. Specifically recording the interventions.
* To identify students and lead interventions in order to maximize a outcomes for SEND students.
 |
| **Supporting the College:**  | * To ensure that PRIDE expectations are upheld and met by all students; sharing good practice with colleagues.
* To assist in establishing good relationships with parents and carers and provide information about academic and social progress and targets.
* To contribute to extra-curricular activities in order to provide further opportunities for students’ social and cultural development.
* To maintain confidentiality at all times in respect of school-related matters and to prevent disclosure of confidential or sensitive information.
* To attend Learning Support department meetings.
* To attend relevant in-service training.
 |
| **General Duties:**  | * To attend staff meetings as required.
* To be aware of the college Child Protection and Data Protection procedures relevant to the post.
* To assist with the running of Learning Support Homework Club once a week.
 |
| **Other Specific Duties:** |
| Whilst every effort has been made to explain the main duties and responsibilities of the post, each individual task undertaken may not be identified. 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.The school 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.This job description is current at the date shown, but, in consultation with you, may be changed by the Headteacher to reflect or anticipate changes in the job commensurate with the grade and job title.Date: January 25 |

**Experienced Teaching Assistant Person Specification**

|  |  |  |
| --- | --- | --- |
| **Area**  | **Essential** | **Desirable** |
| **Qualifications** | * 5 GCSE’s including English and Maths or other equivalent qualifications
* ELSA qualification required
 | * Further relevant qualifications related to the advertised post

For applicants with degree level qualifications, the role offers an excellent opportunity to gain in-school experience prior to applying for teacher training courses |
| **Professional** **Development** | * Evidence of further professional development undertaken in current post
 | * Evidence of relevant INSET undertaken in a school environment
 |
| **Experience** | * Experience of working in a team
* Previous experience of working with young people either in a paid or voluntary capacity
 | * Experience of leadership.
 |
| **Knowledge and Skills** | * Good communication skills including the ability to clarify and explain instructions clearly
* Good literacy, numeracy and IT skills
* Ability to empathise with students and be sympathetic to their needs
* Ability to develop good working relationships with staff and students
 |  |
| **Personal Attributes**  | * Good team player
* Commitment to all students in the college
* Good time management
* Good sense of humour
* Ability to respect confidentiality on particular issues
* Ability to stay calm under pressure
* Awareness of child protection and data protection issues relevant to the post
 |  |