



# Job Specification

**Job Title:** Specialist Teaching Assistant

**Grade:** GE/F

**Job Evaluation Code:** GS5534

**Reporting to:**  
SENDCo

**Manager's Grade:**

**Location:** Schools

**Service Area:**  
Schools and Lifelong Learning

**Service Directorate:**  
Family Services

**Workstyle:** Workplace based

## **Overall Purpose of the Post:**

Under the guidance of the SENDCO or Line Manager (E.G. TMP Teacher), to undertake learning activities or work programmes with individual pupils, groups of pupils or whole classes which require specialist knowledge or expertise and in accordance with an agreed system of supervision.

| <b>Requirements for the post.</b>             |  |   |
|---|--|---|
|   | <b>Essential</b>   | <b>Desirable</b>  |
| <b>Qualifications/ Training</b>               | <p>Support Work In Schools (S.W.I.S.) Level 2 or NVQ level 2 Teaching Assistants</p> <p>or</p> <p>Specialist qualifications (e.g. ICT, Science, Technology, MFL, Sport) at NVQ Level 3 or above.</p> <p>Level 2 Numeracy/ Literacy or working towards this</p> | <p>NVQ Level 3 for Teaching Assistants</p> <p>Specialist Teaching Assistant Qualification</p>   |
| <b>Knowledge</b>                              | <p>Specialist knowledge (e.g. Autism, ADHD support, Communication and Language).</p>   | <p>Appropriate knowledge of First Aid.</p> <p>Child Protection issues.</p> <p>Health, Safety and Security issues.</p> <p>Data Protection issues.</p> <p>Use of Technology (as appropriate).</p> <p>Basic understanding of child development and learning.</p> |
| <b>Experience</b>                             | <p>Previous experience in specialised area (e.g. SEND, Autism, ADHD, Communication and Language).</p>  | <p>Working or caring for children.</p> <p>An understanding of the National Curriculum and other basic learning purposes.</p>  |
| <b>Physical Skills</b>                        | <p>Effective use of resources</p>  |   |
| <b>Competencies and other skills required</b> | <p>Ability to relate well with children and adults.</p> <p>The ability to work as a member of a team</p>   |   |

## Key Outcomes/ Activities

- To provide specialist knowledge or expertise to support the learning activities of pupils either individually, within groups or within whole classes.
- To assist the teacher or line manager in developing and implementing individual education/behaviour plans.
- To provide assistance to the teacher or line manager with planning learning activities.
- To provide feedback to pupils in relation to progress and achievement under the guidance of the teacher or line manager.
- To support the teacher or line manager in managing pupil behaviour including dealing with incidents in accordance with agreed school policy/strategies and to encourage pupils to take responsibility for their own behaviour.
- To prepare the classroom for lessons and to clear afterwards establishing an appropriate learning environment.
- To establish effective communications with parents/carers and to participate in meetings providing feedback as directed by the Headteacher or line manager.
- To monitor and evaluate pupils' responses to learning activities through observation and planned recording of achievement against pre determined learning objectives.
- To provide detailed feedback and reports to the teacher or line manager on pupil progress and achievement.
- To be responsible for keeping and updating pupil records.
- To undertake marking of pupils work.
- To employ strategies to recognise and reward achievement.
- To maintain equipment and resources ensuring they are appropriate to the lesson plans/learning activities.
- To assist pupils in using resources e.g. ICT.
- To assist with the supervision of pupils outside of lesson times, including before and after school and at lunchtimes. These duties shall be undertaken within the postholder's contractual hours.
- To participate in school visits, assisting with activities as required.
- To undertake clerical duties including photocopying, administering course work, or producing worksheets for agreed specialist activities.

Other duties commensurate with the grade of the post as directed by the Headteacher.

**The duties and responsibilities highlighted in this Job Specification are indicative and may vary over time. Post holders are expected to undertake other duties and responsibilities relevant to the nature, level and scope of the post and the grade has been established on this basis.**

## **Responsibility for Resources**

### **Employees (Supervision):**

To provide appropriate guidance and supervision and to assist in the training of staff in the specialist area.

### **Financial:**

None

### **Physical:**

Effective use of learning and specialist materials and resources.

### **Customers and Clients:**

The post involves some direct impact on the well being of pupils through undertaking tasks or duties related to the post.

## **Working Conditions:**

The post holder may be subject to some exposure to disagreeable or unpleasant people related behaviour.

The post involves contact with people which through their circumstances or behaviour occasionally places emotional demands on post holder.

The nature of the post may involve periodic requirements for considerable effort, e.g. lifting or carrying of children.

## **Characteristics of the post:**

The ability to regularly attend meetings as required by the Headteacher/Line Manager.

Employees are encouraged to participate in training activities in order to enhance their own personal development.

All employees of a school have a responsibility for promoting and safeguarding the welfare of children and young people.

### **The employment checks are required:**

- Evidence of entitlement to work in the U.K.
- Evidence of essential qualifications – see page 1 of this job specification
- Two satisfactory references
- Confirmation of medical fitness for employment

- Registration with appropriate bodies (where applicable)

**The following employment checks are required for those positions which are based in a school or working with vulnerable young people and adults:**

**Evidence of a satisfactory safeguarding check e.g. DBS check at the relevant level.**

Date completed: June 2022