**The Courtyard School**



**Job Description**

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| **Post Title:** | 1:1 SEN Teaching Assistant |
| **Purpose:** | * To work collaboratively with teaching staff and assist teachers in supporting a Courtyard pupil with ASC and ADHD. * To develop trusting and respectful relationship with all pupils. * To differentiate instructions and tasks to best meet the needs of the pupil.   + To facilitate and encourage a learning experience which provides pupils with the opportunity to achieve their individual potential.   + To share and support the school’s responsibility to provide and monitor opportunities for personal and academic growth.   + To be committed to the safeguarding of children. |
| **Reporting to:** | Deputy Head: Pastoral |
| **Liaising with:** | Deputy Head; Pastoral/Senior Leadership Team, teaching and support staff, external agencies and parents. |
| **Working Time:** | 32 hours per week, term time only. |
| **Salary/Grade:** | NJC points 5-6 £22,800 - £23,211 pro rata per annum, term time only. |
| **Disclosure & Barring Service (DBS)** | Enhanced |
| **MAIN (CORE) DUTIES** | |
| **Pastoral System:** | * + To provide physical and communication support using modes of communication appropriate to the individual needs of the pupil   + To provide communication support to enable full access to the curriculum and any extra curricula activities e.g. lessons, assemblies, parents’ evenings, reviews and visits   + To work with an individual within a group setting in the classroom under the direction of the class teacher and Deputy Head: Pastoral   + To help plan and organise learning activities for the pupil under direct supervision   + To provide support in a manner which facilitates the pupil’s cognitive development by removing barriers to learning   + To clarify, modify and adapt behaviour support materials to an appropriate level according to need   + Under the guidance of the Deputy Head: Pastoral, contribute to setting individual targets and to the review of those targets. Attend and contribute to meetings to review pupil progress, and contribute to written reports   + To monitor the progress of the identified pupil, keep written records consistent with school systems and provide colleagues with feedback on pupils’ progress in relation to provision   + To provide support for pupils’ emotional and social development by encouraging and modelling positive behaviour, and dealing with disruption as agreed in the Courtyard Positive Behaviour Support Policy   + Contribute to programmes of support for identified pupil   + To liaise with professionals and external agencies where necessary under the direction of the Deputy Head: Pastoral   + To assist in the production of appropriate teaching materials   + To liaise with staff, parents and relevant professionals   + To undertake relevant training as part of continuing professional development   + To maintain appropriate records of work and progress   + To promote the pupil’s inclusion within the school   + To promote the pupil’s independence skills in communication, learning and social skills |
| **Teaching:** | * Guide the Courtyard pupil to access the teaching and learning in lessons through differentiate explanations and questions. * Provide verbal and written feedback on pupil responses to learning activities, homework and pupil behaviour, to the teachers. * Motivate and progress pupil learning by using clearly structured instructions and supportive questioning * Be aware of and support difference and ensure the pupil has equal access to opportunities to learn and develop * Promote and support the inclusion of the pupil into sessions at the Courtyard * Use behaviour management strategies in line with the Courtyard’s policy and procedures, to contribute to a purposeful learning environment and encourage pupils to interact and work co-operatively with others * Organise and safely manage the appropriate learning environment and resources * Promote and reinforce the young person’s self-esteem and independence and employ strategies to recognise and reward achievement of self-reliance |
| **Staff Development:** | * + To take part in the school’s staff development programme by participating in arrangements for further training and professional development.   + To engage actively in the Performance Management Review process.   + To work as a member of the team and to contribute positively. |
| **Communications:** | * + To communicate effectively with the parents of pupils as appropriate.   + Where appropriate, to communicate and co-operate with persons or bodies outside the school.   + To follow agreed policies for communications in the school.   + Attend meetings according to the school’s policy. |
| **Other Specific Duties**: | |
| * To play a full part in the life of the school community * To actively engage in the school’s self-review and evaluation processes. * To comply with the school’s Health and Safety Policy and undertake risk assessments as appropriate. * To undertake any other duty as specified with the staff handbook, not mentioned in the above. * To comply with the school’s procedures concerning safeguarding and to ensure that training is accessed.   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 maintain a standard of dress conducive to their position as professionals and in setting an example to pupils.* | |
| This job description is current at the date shown, but following consultation with you, may be changed by Management to reflect or anticipate changes in the job which are commensurate with the salary and job title. | |

2020