



YSGOL

Bryn Elian

HIGH SCHOOL

Achievement for All
Llwyddiant i Bawb

Ysgol Bryn Elian

JOB DESCRIPTION

POST:	Teaching Assistant – Supporting learners with severe learning difficulties and delivering learning (Grade 4)
SALARY RANGE:	G04 Point 8 £17,856 (FTE £25,992) 30 hours per week + 2 days
POSTHOLDER:	
REPORTING TO:	Teacher in charge of the resource base and the Assistant head teacher in charge of ALN.

JOB PURPOSE

- To complement the professional work of the teacher by taking responsibility for agreed learning activities under an agreed system of supervision. This may involve planning, preparing and delivering learning activities for individuals/groups or short term for whole classes and monitoring learners and assessing, recording and reporting on learners' achievement, progress and development.
- Responsible for the management and development of some interventions within the school's resource base.

MAIN DUTIES

Support for Learners

- Attend to learners' personal needs and implement related personal programmes including social, health, physical, hygiene, toileting and first aid.
- Following training, administer medication in accordance with the procedures for LA and school policies.
- Supervise and support learners ensuring their safety and access to learning.
- Develop an understanding of the needs of learners and use detailed knowledge and specialist skills to support learners' learning.
- Establish productive working relationships with learners, acting as a role model and setting high expectations.
- Implement Individual Development Plans.



YSGOL

Bryn Elian

HIGH SCHOOL

Achievement for All
Llwyddiant i Bawb

- Support the development of Individual Learning Plans.
- Promote the inclusion and acceptance of all learners within the classroom.
- Support learners consistently whilst recognising and responding to their individual needs.
- Encourage learners to interact and work co-operatively with others and engage all learners in activities.
- Promote independence and employ strategies to recognise and reward achievement of self-reliance.
- Provide feedback to learners in relation to progress and achievement.

Support for the Teacher

- Organise and manage appropriate learning environment and resources.
- Within an agreed system of supervision, plan challenging teaching and learning objectives to evaluate and adjust lessons/work plans as appropriate.
- Monitor and evaluate learner responses to learning activities through a range of assessment and monitoring strategies against pre-determined learning objectives.
- Provide objective and accurate feedback and reports as required on learner achievement, progress and other matters, ensuring the availability of appropriate evidence.
- Record progress and achievement in lessons/activities systematically, providing evidence of range and level of progress and attainment.
- Work within an established discipline policy to anticipate and manage behaviour constructively, promoting self-control and independence.
- Supporting the role of parents in learners' learning and contribute to/lead meetings with parents to provide constructive feedback on learner progress/achievement, etc.
- Administer and assess/mark tests and invigilate exams/tests.
- Production of lesson plans, worksheets, plans, etc.

Support for the Curriculum

- Deliver learning activities to learners within agreed system of supervision, adjusting activities according to learner responses/needs.
- Deliver local and national learning strategies, e.g. literacy, numeracy, outdoor learning, and make effective use of opportunities provided by other learning activities to support the development of learners' skills.
- Use ICT effectively to support learning activities and develop learners' competence and independence in its use.



YSGOL

Bryn Eliau

HIGH SCHOOL

Achievement for All
Llwyddiant i Bawb

- Select and prepare resources necessary to lead learning activities, taking account of learners' interests, language and cultural background.
- Advise on appropriate deployment and use of specialist aid/resources/ equipment.

Support for the School

- Be aware of, and comply with, policies and procedures relating to safeguarding, child protection, health, safety and security, confidentiality and data protection, reporting concerns to an appropriate person.
- Be aware of and support difference and ensure all learners have equal access to opportunities to learn and develop.
- Contribute to the overall ethos/work/aims of the school.
- Establish constructive relationships and communicate with other agencies/ professionals, in liaison with the teacher, to support achievement and progress for learners.
- Take the initiative as appropriate to develop appropriate multi-agency approaches to supporting learners.
- Recognise own strengths and areas of specialist expertise and use these to lead, advise and support others.
- Deliver out-of-school learning activities within guidelines established by the school.
- Contribute to the identification and execution of appropriate out-of-school learning activities which consolidate and extend work carried out in class.
- Appreciate and support the role of other professionals.
- Attend relevant meetings as required.
- Participate in training and other learning activities and performance development as required.
- Assist with the supervision of learners out of lesson time, including before and after school and at lunch times.
- Accompany teaching staff and/or learners on visits, trips and out of school activities as directed by the school.
- Any other duties as requested by Head of ALN Department.

Line Management Responsibilities Where Appropriate

- Lead other teaching assistants.
- Liaise between managers/teaching staff and teaching assistants.
- Hold regular team meetings with led staff.
- Represent teaching assistants at teaching staff/management/other appropriate meetings.
- Undertake recruitment/induction/appraisal/training/mentoring for other teacher assistants.



YSGOL

Bryn Elian

HIGH SCHOOL

Achievement for All
Llwyddiant i Bawb

Date Agreed by Postholder:

Signature of Postholder:

Head / Pennaeth: Mrs Lindsey Hastings
Windsor Drive, Old Colwyn, Colwyn Bay LL29 8HU / Rhodfa Windsor, Hen Golwyn, Bae Colwyn LL29 8HU
Tel / Ffôn: 01492 518215 **Fax / Ffacs:** 01492 518570
E-mail / E-bost: info@brynelian.conwy.sch.uk
www.brynelian.conwy.sch.uk