



# Ysgol Aberconwy

## JOB DESCRIPTION

**POST:** Teaching Assistant : ALN

**SALARY RANGE:** G04

**POSTHOLDER:**

**REPORTING TO:** ALNCO & HoD (Science)

### JOB PURPOSE

- To work under the guidance of ALN Coordinator and teaching staff to provide support to students in class, or in small groups, particularly focusing on literacy and numeracy skills.
- To work under the guidance of specified HoDs to provide administrative support for departments

### MAIN DUTIES

#### Support for Pupils

- Use specialist (curricular/learning) skills, training & experience to support pupils.
- Assist with the development and implementation of IEPs, IBPs and Pupil Profiles.
- Establish purposeful working relationships with pupils and engender high expectations.
- Promote the inclusion and acceptance of all pupils within the classroom and ALN area.
- Support pupils consistently while recognising and responding to their individual needs.
- Encourage pupils to interact and work co-operatively with others.
- Promote independence and employ strategies to recognise and reward achievement of self-reliance.
- Provide effective feedback to pupils in relation to programmes and recognise and reward achievement, including behaviour and attendance.
- Support for pupils with additional learning needs in various settings, and provide support in Hafan and the school's 'internal exclusion' unit.
- To register and record student attendance in lessons.
- To instruct students regarding the work received from their teacher.
- To provide students with the necessary resources for their learning.
- To ensure orderly entrance and exit of classrooms.
- To create a calm and purposeful environment in which pupils can complete work set by the classroom teacher.
- To follow school systems and procedures on behaviour management.

- To manage resources effectively and ensure classrooms are left tidy and ready for the next lesson.
- To collect any completed work after the lesson and return it to the appropriate teacher.

### **Support for the Teacher**

- Work with the teacher to create a purposeful, orderly and supportive learning environment.
- Work with the teacher in lesson planning, evaluation and adjusting lessons/work plans as appropriate.
- Monitor and evaluate pupils' responses to learning activities through observation and the recording of achievement against pre-determined learning objectives.
- Provide general clerical/administrative support, e.g. administer coursework, produce worksheets for agreed activities.
- Provide the teacher as requested with oral and written feedback on pupils' progress and achievement.
- As agreed with the teacher, be responsible for keeping and updating records. As requested, contribute to the review of school record-keeping systems.

### **Support for a specified Curriculum Area**

- Implement agreed learning activities and teaching programmes with a department.
- Implement programmes linked to local learning strategies, e.g. literacy, numeracy, ICT.
- Support the use of ICT in learning activities and develop pupils' competence and independence in its use.
- Help pupils to access learning activities through specialist support.
- Determine the need for, prepare and maintain general and specialist equipment and resources.
- Provide administrative support to teachers within specified departmental areas by
  - undertaking typing, word processing and IT-based tasks,
  - undertaking regular checks of display boards and carry out action required,
  - monitoring associated resources within an agreed budget,
  - cataloguing resources and
  - undertaking audits as required.

### **Support for the School**

- Be aware of and comply with policies and procedures relating to inclusion, behaviour, child protection, health, safety and security, confidentiality and data protection, reporting all concerns to an appropriate person.
- Contribute to the overall ethos/work/aims of the school, including Cwricwlwm Cymreig.
- Establish purposeful relationships and communicate with other agencies/professionals, in liaison with the teacher, to support achievement and progress for pupils.
- Attend and participate in regular meetings.

- Participate in training and other learning activities as required.
- Recognise own strengths and areas of expertise and use these to advise and support others.
- Provide appropriate guidance and supervision and assist in the training and development of other support staff as appropriate.
- Undertake planned supervision of pupils' out-of-school-hours learning activities under teacher direction.
- Undertake planned supervision of students in and out of school hours including before and after school, and lunchtimes within the guidelines established by the school.
- Supervise pupils on visits, trips and out-of-school activities as required.
- Supervise students in a lesson for the planned absence of a teacher within a specified department.
- To invigilate internal and external examinations when required.

**RIGHT TO VARY**

This job description is not intended to be an exhaustive list of duties. Ysgol Aberconwy reserves the right, after appropriate consultation with you, to vary your duties and responsibilities within the parameters of your grade and occupational competence in order to respond to changes in the needs of the school.

**Signed by:** ..... **Date:** .....

**Employee's Name and Signature**

**Approved by :**

**Head Teacher :** ..... **Date:** .....

## PERSON SPECIFICATION

Factor	Requirements	How Identified	Rank E-Essential D-Desirable
<b>Knowledge &amp; Skills</b>	NVQ3 for Teaching Assistants or equivalent qualification or experience	AF/I/V	E
	Good standard of education with 5 GCSE's or Equivalent.	AF/V	E
	Experience of working with children of relevant age.	AF/I/R	E
	Experience of working with students with additional needs.	AF/I/R	D
	Training in delivery of 'Catch-Up' literacy and/or numeracy programmes	AF/V	D
	Ability to work under pressure to complete deliverables and adhere to deadlines.	AF/I/R	E
	Excellent organisational skills including an ability to manage own workload and plan activities.	AF/I/R	E
	Excellent communication skills in written and spoken English.	AF/I/R	E
	Fluency in written and spoken Welsh	AF/I/V	D
	Good numeracy and literacy skills	AF/V	D
	Full working knowledge of relevant policies/code of practice and awareness of relevant legislation.	AF/I/R	D
	Working knowledge of National Curriculum and other relevant learning programmes.	AF/I/R	D
<b>Creativity &amp; Innovation</b>	Excellent personal motivation and enthusiasm for completing assigned tasks.	AF/I/R	E
	Ability to self-evaluate learning needs and actively seek learning opportunities.	AF/I/R	E
	Ability to research and organise information for inclusion in documents and reports.	AF/I/R	E
	Ability to plan effective actions for students at risk of underachieving.	AF/I/R	E
	Understanding of principles of child development and learning processes and, in particular, barriers to learning.	AF/I/R	D
<b>Contacts &amp; Relationships</b>	Excellent interpersonal skills and an ability to communicate effectively, in both written and verbal form with staff.	I/R	E
	Ability to integrate into and work effectively within a team environment understanding school roles and responsibilities and your own position within these.	I/R	E
	Ability to relate well to children	I/R	E
	Full understanding of the range of support services/ providers and ability to work with such agencies	AF/R	D
<b>Decisions/ Recommendations</b>	Ability to make decisions independently within an agreed objective framework.	I/R	E
<b>Resources</b>	Ability to manage resources efficiently	I/R	E
<b>Physical Demands</b>	Ability to carry out daily duties in and around the school environment – including break/lunch duties on the school yard and in the school canteen.	AF/I	E

AF: Application Form

I: Interview

R: Reference

V: Verification