

SOUTH GLOUCESTERSHIRE COUNCIL EDUCATION DEPARTMENT

THE SIR BERNARD LOVELL SCHOOL

JOB DESCRIPTION - SUPPORT STAFF

CURRICULUM ACCESS FOR LEARNING AND BEHAVIOUR SUPPORT

NAME	JOB TITLE	GRADE
	TEMPORARY TEACHING ASSISTANT 32 hours per week	H9

1 0 JOB PURPOSE

1 1 To work within the Student Support Team supporting students with special educational needs to access the curriculum and develop appropriate behaviour for learning.

2 0 DUTIES AND RESPONSIBILITIES

2 1 To develop an understanding of the special educational needs of identified students.

2 2 To provide in-class support or work with small groups of identified students. Work will be provided by the teacher as appropriate.

2 3 To plan and liaise with teachers in order to maximise the effectiveness of support.

2 4 To assist in the management of the whole class under the supervision of the class teacher through the overt modelling of effective behaviour management techniques.

2 5 To provide regular feedback to the class teacher and to the relevant line manager within the Student Support Team.

2 6 To assist in the production of teaching and learning materials for students.

2 7 To assist in the development and implementation of appropriate systems for recording the progress of students with special educational needs.

2 8 To provide data to inform Annual and Transition Review paperwork, Pastoral Support Programmes, Individual Education Plans and SEN Profiles.

- 2 9 To contribute to the evaluation of the school's SEN policy and practice by discussions with relevant staff.
- 2 10 To attend appropriate in-service training provided by the school or LA.
- 2 11 To promote and reinforce school policies, practices and procedures, including an understanding of child protection and health and safety responsibilities.
- 2 12 To carry out any other relevant tasks as directed by the Headteacher, Deputies or Student Support Team Managers.

3 0 REVIEW

- 3 1 The provision of paragraph 2 above shall be subject to review at appropriate intervals.