



Howden School

Teaching Assistant Level 2

12 per week, term time only
Point 14, £17,681 pro rata

To work within a highly skilled team of teaching assistants providing support and intervention strategies to meet the needs of SEN students and those with other barriers to learning at Howden School. Work will be a combination of in-class support and the teaching of individual students through indirect teacher-led programmes. Teaching assistants are attached to subject areas and will be directed during that time by the Head of Department (or designated member of staff).

Main duties

- To develop an understanding of the specific needs of the student(s) to be supported taking into account the type of support involved.
- Undertake activities with either individuals or groups of students to facilitate their physical, emotional and educational development through indirect teacher-led programs outside the classroom.
- To provide support for individual students or groups of students inside the classroom to enable them to make appropriate progress
- To provide feedback about the students to the class teacher.
- To participate in the implementation and evaluation of the support programmes.
- To contribute to the review of students' progress either verbally, in writing or through attendance at review meetings.
- To respond to requests of information from external agencies and work with professionals from external agencies when necessary.
- To assist in the maintenance and ordering of resources or equipment and assist in the management of the student support centre in liaison with colleagues.
- To carry out administrative tasks as directed by your line manager.
- To administer personal care, therapy programmes or minor first aid (where trained), assisting in the dispensation or administration of medically prescribed controlled drugs for some individuals.
- To assist with the lunch and break time supervision of students.
- To attend department meetings, staff meetings and teacher training days as appropriate.

Holders of this post are expected to be highly professional in their dealings with students, teaching and non-teaching staff and parents. Due to the nature of the student needs, a high level of confidentiality is required.

The job description is not intended to be a complete list of duties and responsibilities but indicates the major requirements of the post. The post-holder will undertake any duties at the request of the Headteacher appropriate to the post-holders remit.

Howden School is committed to safeguarding and promoting the welfare of children and young people. Clearance from the Disclosure and Barring Service (DBS) is required prior to appointment.