Job Description: Level 3 Teaching Assistant/Learning Mentor with SEND Specialism

Job Title: Learning Support Assistant (part-time)

Job Purpose:
- To provide a complimentary service to existing teachers and pastoral staff in the school, addressing the needs of a pupil whose main need is emotional, behavioural difficulties and educational support with an additional diagnosis of ADHD.
- To help the pupil overcome barriers to effective learning and formation of positive peer relationships, in order to achieve his full potential to thrive in the school environment.

Job Skills:

Duties:
- In addition to the duties of a Level 1 and Level 2 TA, the Level 3 TA will:

Support for the pupil
- Work with pupil in class on individual targets set by teaching staff;
- Support in class activity and learning;
- Organise liaison on behalf of pupils with colleagues, parents and outside agencies in a professional manner being aware of confidentiality.
- Support during unstructured time i.e. breaks
- Be able to support and develop our circle time activities.

Support for teachers
- Raise the awareness to teaching staff of the strengths and difficulties of the individual pupil;
- Assist teaching staff in the monitoring and evaluation of pupils’ progress, providing them with feedback on observations undertaken;
- Understanding the emotional and social needs of the pupil with whom working and contribute to planning of learning activities:
- Assist in the assessment of individual pupil if required;
- Assist LDC in the monitoring of whole school Individual Education Plans (IEPs) for children requiring learning support;
- Raise the awareness of teaching staff to any pressures on pupil which may result in behaviour problems;
- Provide support for teachers in developing effective approaches to managing behaviour;
- Assist in setting behaviour targets;
- Assist in reviewing statements of Special Education Needs.
Support for the School

- Support the development and effectiveness of teams by attending meetings;
- Translate school policies into practice in conjunction with teaching and pastoral staff;
- Keep up to date with professional development;
- Follow school policies in regard to safeguarding;
- Support colleagues with play duty and first aid duty as required;
- Follow all school policies.

Qualifications required

- L3 diploma in Specialist Support for Teaching and Learning in schools.

Hours of work (term time only)

- Monday 9.40am – 1.40pm
- Tuesday 10.20am – 2.30pm
- Wednesday 8.30am – 11.30am
- Thursday 10.20am – 2.30pm
- Friday 9.00am – 2.30pm

Salary

Tbc

Millfield School is committed to safeguarding and promoting the welfare of children and young people and expects all staff to share this commitment, as such you are required to attend necessary child protection training and participate fully in activities that ensure the School stays compliant with statutory child protection and safeguarding guidelines issued to the School by ISI and Ofsted.