**Job Description**

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| **Job Title:**  | PMLD Teaching Assistant |
| **Grade:**  | BEXLEY 05 1-4 |
| **Management Group:**  | Children’s Services |
| **Department:** | The Learning and Enterprise College  |
| **Section:**  | SEND |
| **Reports to:**  | SENCO |
| **Responsible for:**  | None |
| **Functional links with:**  | Learners, Teachers, Parents, Carers, and other college staff. |
| **Main purpose of the job:** To work under the instruction / guidance of teaching / senior staff to undertake work / care /support programmes, to enable access to learning for learners including those with special needs, to assist the teacher in the management of learners and the classroom. Work may be carried out in the classroom or outside the main teaching area. |
|  **Major Duties and Responsibilities:** 1. Support learners on 1-1 basis
2. Undertake all training required for the role
3. Responsibility for all medical administration to learners in cases of emergencies
4. Prepare, maintain, and use equipment/resources required to meet lesson plans/relevant learning activity and assist learners in use.
5. Assist teachers in ensuring all learners’ continuing educational development through establishing constructive relationships and contributing to Individual Education/Behaviour Plans.
6. Assist teachers in fostering attractive learning environments to ensure that learners spend their school life in stimulating surroundings.
7. To ensure accurate records and observations are kept so that learners receive the maximum benefit from their education.
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| **Job Activities:*** Supervise and provide specific support for SEND learners, ensuring their safety and encourage learners to interact with others and to engage in activities led by the teacher. Supervise and assist with emergency medical needs as required.
* Undertake all personal care and administration of medicine ( as appropriate) responsibilities for the assigned learner
* Set challenging and demanding expectations and promote self-esteem and independence, providing feedback to learners in relation to progress and achievement under guidance of the teacher.
* Establish constructive relationships with learners, and interact with them according to individual needs, promoting the inclusion/acceptance of all learners.
* Create and maintain a purposeful, orderly, and supportive environment, in accordance with lesson plans and assist with the display of learners’ work.
* Accompany teaching staff and learners on visits, trips and out of school activities as required and take responsibility for a group under the supervision of the teacher.
* Assist with the planning of learning activities, monitoring learners’ responses to these, accurately record achievement/progress as directed.
* Use strategies, in liaison with the teacher, to support learners to achieve learning goals.
* Provide detailed and regular feedback to teachers on learner’s achievement, progress, problems etc.
* Promote good learner behaviour, dealing promptly with conflict and incidents in line with established policy and encourage learners to take responsibility for their own behaviour.
* Establish constructive relationships with parent/carers.
* Provide clerical and administration support for teachers, including administering coursework.
* Undertake structured and agreed learning activities/teaching programmes, adjusting activities according to pupil responses.
* Support the use of ICT in learning activities and develop learners’ competence and independence in its use.
* Work within pre-determined guidance, policies, procedures, and teachers’ guidance.
* Assist with the supervision of learners out of lesson times, including breaks and lunch times
* Attend weekly meetings and discussions, which contribute to the overall ethos/work/aims of the school.
* Awareness of the school's educational and behavioural policies for developing learners.
* Be aware of and support difference and ensure all learners have equal access to opportunities to learn and develop.
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**Signed By:**

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| **Post holder:** |  | **Date:** | **02/06/2025** |
| **Line Manager:** |  |  |  |
| **Job Assessor:** |  |  |  |

**Person Specification**

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|  | **Essential** | **Desirable** |
| **Qualifications** | * English language, reading and comprehension up to GCSE standard.
* Numeracy skills up to GCSE standard.
* Or equivalent to the above
 | * DfES Teacher Assistant Induction Programme.
* NVQ 2 for Teaching Assistants or equivalent qualifications or experience.
* Training in the relevant learning strategies, e.g. literacy.
* First Aid Training as appropriate.
* Epilepsy awareness/Buccal training
* Manual handling training
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| **Experience** | * Working with or caring for young people of relevant age.
* Experience of working in an education setting including Adult and Community Learning or Further Education, with an awareness of the different kinds of learning difficulty (eg. Dyslexia, Autism Spectrum, ADHD etc.)
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| **Knowledge****and Skills** | * Effective use of ICT support learning.
* Use of other equipment technology -video, photocopier.
* Basic understanding of SEND learner development and learning.
* Ability to self-evaluate learning needs and actively seek learning activities.
* Ability to relate well to young people and adults.
* Work constructively as part of a team.
 | * Understanding of relevant policies/code of practice and awareness of relevant legislation.
* General understanding of national/foundation stage curriculum and other basic learning programmes/strategies.
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| **Other** | * Understanding of health & safety issues.
* Willingness to undertake training to perform duties related to the medical needs of students as necessary (e.g. enteral feeds).
* Willingness to undertake training to understand and positively deal with challenging behaviour.
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