



MOOR HOUSE SCHOOL & COLLEGE JOB DESCRIPTION

JOB DESCRIPTION	SPECIAL TEACHING ASSISTANT (38.5hrs)	
RESPONSIBLE TO	Line Manager Head of Department Ultimately	Senior Special Teaching Assistants Assistant Head Teachers PRINCIPAL

JOB SUMMARY:

To work with a multi-disciplinary team of staff to provide support to Moor House School and College students. This will involve working with students in a range of settings, both within and outside the classroom. The assistant will provide support as detailed below to ensure that the department functions efficiently.

Moor House School and College is committed to providing a total specialist remedial and learning environment for speech and language impaired students. Team members from different disciplines make separate but complementary contributions to each pupil's programme. The needs of individual students are met at Moor House School and College by the concerted efforts of all staff working co-operatively.

It is a general requirement for all staff within the School and College to work collaboratively with colleagues from all departments and with representatives from those external agencies with whom they come into contact as part of their duties.

It is a particular requirement to work collaboratively within a multi-disciplinary team which may include staff in the departments of child care, medical support, occupational therapy, speech and language therapy and teaching.

Collaborative working should be student centred, respecting and making use of each staff member's expertise. It is likely to involve (i) regular liaison and discussion; (ii) shared observation and assessment; (iii) the joint designing, recording and evaluation of an individual pupil's programme; (iv) multi-disciplinary working in the classrooms and groups elsewhere.

MAIN DUTIES AND RESPONSIBILITIES

1. To provide assistant support to aid students to access the educational and extended curriculum in the most effective manner.
2. To provide assistant support in the learning environment/ classroom under the direction of the teacher.
3. To support learning programmes using specialist equipment where necessary.
4. To work with small groups of students as directed and to work with staff in running Social Skills groups.
5. To transport students in the school and college vehicles including minibus.
6. To carry out supervision duties
7. To maintain confidentiality on information concerning the students .
8. To prepare and maintain resources, equipment and displays throughout school and college. To help develop and collate programmes for use throughout the school.
9. To liaise regularly and discuss students' progress with members of the multi - disciplinary team.
10. To support students in their efforts to achieve their Individual Action Plans, Teaching, Therapy and Child Care objectives. This may involve the assistant receiving direction from a Therapist, a Teacher or a member of the Residential Child Care staff.
11. To facilitate the keeping of records of contacts with the students and completion notes as directed by supervisory staff.
12. To maintain departmental systems, including stationery supplies, filing, photocopying, ordering and providing administrative support for the department.
13. Attend relevant meetings and courses within the school and attend appropriate training sessions (including Signing training). To attend courses for assistants and extend knowledge about language impaired children and young people.
14. To be part of the team working on independent Life Skills and to contribute to planning sessions and assignments. To accompany and supervise students on assignments outside school.
15. Work to a timetable to provide assistant support for the students.
16. The assistant may be required to attend appointments and visits outside the school and college with students. Staff are encouraged to train to drive the school minibus. Staff may be covered by the school insurance policy when students are taken outside school, provided that the member of staff has taken all reasonable care.
17. To complete personal development plans and attend supervision meetings as part of the school's Appraisal System and Training Policy.

18. To follow school and college policy and rules and department procedures as well as those of link colleges if they are supporting students at a link college site.
19. To comply with the Health and Safety procedures established in the school.
20. To undertake any other duties and responsibilities as may be determined by the Head of the Department.

This job description identifies the main duties and responsibilities of the post but as the role of the school develops there may be changes to these responsibilities. A flexible approach is therefore required in undertaking the duties of the post.

I agree to carry out the duties as stated herein.

Signed:

Dated: