

Job Title	Specialist Teaching Assistant (Rural skills)		
Location	Ellen Tinkham School		
Reporting to	Rural Skills Lead and Executive Headteacher		
Post Number		Grade	D
Directorate/Section	CYPS		
Effective date of JD		JE Job Number	G/0718

Job Purpose including main duties and responsibilities:

To work under the guidance of the Rural Skills Lead and within an agreed system of supervision, to implement agreed work programmes with individuals/groups, out of the classroom environment. This could include those requiring detailed and specialist knowledge in particular areas and will involve assisting the Rural Skills Lead in the whole planning cycle and the management/preparation of resources. To work under guidance to provide support in addressing the needs of pupils who need particular help to overcome barriers to learning. To occasionally supervise whole classes during the short term absence of teachers, and to respond to questions and generally assist pupils in undertaking set activities when fulfilling this supervisory role.

This role requires the ability to fulfil all spoken aspects of the role with confidence and fluency in English.

Major responsibilities

To work under guidance to deliver learning by:

- Being actively involved in the whole planning cycle.
- Implementing work programmes.
- Undertaking evaluating and record keeping
- Providing specialist SEN, subject or other support.
- Undertake cover supervision
- Providing behaviour support.
- Promoting and safeguarding the welfare of children and young people.

Duties

Support the teacher by:

- Working with the Rural Skills Lead to establish an appropriate outdoor learning environment.
- Working with the Rural Skills Lead in evaluating and adjusting lessons/work plans as appropriate.
- Monitoring and evaluating pupils responses to outdoor learning activities through observation and planned recording of achievement against pre-determined learning objectives and action plans.
- Providing objective and accurate feedback and reports as required, to the Rural Skills Lead on pupil achievement, progress and other matters, ensuring the availability of appropriate evidence.

- Having responsibility for keeping and updating records as agreed with the Rural Skills Lead, contributing to the reviews of systems / records as requested.
- Undertaking marking of pupils work and accurately recording achievement / progress
- Promoting positive values, attitudes and good pupil behaviour, dealing promptly with challenging behaviours in line with individual behaviour plans and established policy and procedures.
- Liaising sensitively and effectively with parents/carers as agreed with the Rural Skills Lead within your role/responsibility and participating in feedback sessions/meetings with parents either alongside the teacher or as directed.
- Providing general clerical/administrative support.
- Occasionally supervising whole classes during pre-planned learning activities, which have been set in accordance with the school policy.
- Reporting, as appropriate, using the schools agreed referral procedures on the behaviour of pupils during the class, and any issues arising.

Supporting pupils by:

- Using specialist curricular, learning skills, training or experience.
- Assisting with the development and implementation of Rural Skills Plans.
- Establishing productive working relationships with pupils, acting as a role model and setting high expectations for behaviour and learning.
- Promoting the inclusion and acceptance of all pupils within the Rural Skills environment.
- Working consistently whilst recognising and responding to individual pupil needs.
- Encouraging pupils to interact and work co-operatively with others and engaging all pupils in activities.
- Promoting independence and employing strategies to recognise and reward achievement.
- Providing feedback to pupils in relation to progress and achievement.
- Attending to the pupil's general welfare, personal needs and personal hygiene across the full age range of 3 – 19 years.
- Participating in comprehensive assessment of pupils to determine those in need of particular help.
- Challenging and motivating pupils, promoting and reinforcing self esteem.

Supporting the curriculum by:

- Implementing agreed Rural Skills and Outdoor Learning activities/teaching programmes, adjusting activities according to pupils responses/needs.
- Implementing local and national learning strategies, and making effective use of opportunities provided by other learning activities to support the development of relevant skills.
- Supporting the use of ICT in learning activities and developing pupils competence and independence in its use.
- Helping pupils to access pre planned Rural Skills and Outdoor learning activities through specialist support.
- Determining the need for, and preparation of general and specialist equipment and resources, linked to prepared Rural Skills programmes.
- Having an awareness and appreciation of a range of activities, courses, organisations and individuals which can provide support for pupils to broaden and enrich their learning.

Support the school by:

- Being aware of and complying with policies and procedures relating to child protection, health & safety and security, confidentiality and data protection, and staff code of conduct, and reporting all concerns to an appropriate person.
- Being aware of and supporting difference and ensuring all pupils have equal access to opportunities to learn and develop.
- Contributing to the overall ethos/work/aims of the school.
- Establishing constructive relationships and communicating with other agencies/professionals, in liaison with the Rural Skills Lead, to support achievement and progress of pupils.
- Attending and participating in regular meetings.
- Participating in training and other learning activities as required.
- Recognising own strengths and areas of expertise and using these to advise and support others.
- Providing appropriate guidance and general supervision to less experienced staff who may be undertaking duties/tasks as part of their personal development.
- Assisting with the supervision of pupils during break and lunch times.
- Accompanying teaching staff and pupils on visits, trips and out of school activities as required and taking responsibility for a group under the supervision of the Rural Skills Lead / teacher.
- Assisting in the supervision, training and development of staff.

This document outlines the duties required of the post holder for the time being, to indicate a level of responsibility. It is not a comprehensive or exclusive list, and from time to time duties may be varied according to the needs of the school and pupils, which will not change the level of responsibility or general character of the job.

PERSON SPECIFICATION

TITLE Specialist Teaching Assistant
(Rural Skills)
(Level 3)

SCHOOL

GRADE D

Category	Requirements	Essential/ Desirable	Method of Assessment ¹
Education/Training	Numeracy/literacy skills (at least equivalent to Level 2 of the National Qualifications Framework)	Essential	A
	Requirement to participate in training/development as/when identified by line manager as essential for performance of the post	Essential	A, I
	Willingness to participate in other development and training opportunities	Essential	A, I
	NVQ 3 or equivalent qualifications or experience in relevant skills	Essential	A, I
	Training in the relevant Outdoor Learning strategies.	Essential	A
Experience	Proven experience of working with children of relevant age in an outdoor learning environment	Essential	A, I
	Relevant experience in the safe use of hand tools and equipment	Essential	A, I
Knowledge	Full working knowledge of relevant policies/codes of practice and awareness of relevant legislation including H&S.	Essential	A, I
	Working knowledge of national/foundation stage curriculum and other relevant learning programmes/strategies e.g. including outdoor learning	Essential	A, I
	Understanding of principles of child development and learning processes, and in particular, barriers to		

¹ Key for Method of Assessment:
A – Application I – Interview

	learning Knowledge and understanding of a wide range of outdoor learning activities	Essential Essential	A, I
Skills/Abilities	<p>Ability to plan, under appropriate supervision and guidance, or in collaboration, effective outdoor learning programmes</p> <p>Ability to effectively use ICT to support learning, or to undertake training to do so</p> <p>Ability to use other technology / tools and equipment to support outdoor learning.</p> <p>Ability to self-evaluate learning needs and actively seek learning opportunities</p> <p>Ability to relate well to children and adults, including other professionals/carers</p> <p>Ability to demonstrate and promote good practice in line with the ethos of the school/organisation</p> <p>To work constructively as part of a team, to understand roles and responsibilities and own position within these</p>	<p>Essential</p> <p>Essential</p> <p>Essential</p> <p>Essential</p> <p>Essential</p> <p>Essential</p> <p>Essential</p>	<p>A, I</p> <p>A, I</p> <p>A, I</p> <p>A, I</p> <p>A, I</p> <p>A, I</p> <p>A, I</p>
Equal Opportunities	<ul style="list-style-type: none"> ◦ Demonstrate anti discriminatory practice. 	<ul style="list-style-type: none"> ◦ Essential ◦ 	<ul style="list-style-type: none"> ◦
Safeguarding	<ul style="list-style-type: none"> ◦ Promote and safeguard the welfare of children / young people. 	<ul style="list-style-type: none"> ◦ Essential 	<ul style="list-style-type: none"> ◦

Devon County Council Job Description



1.