

## *Reach South Academy Trust - Job Profile & Person Specification*

<b>Position</b>	<b>SEN Teaching Assistant</b>
<b>Location</b>	UTC Plymouth
<b>Grade</b>	Grade C
<b>Accountable to</b>	Head Teacher
<b>Reporting to</b>	SENCO

### **Job Purpose**

- To work under the instruction/guidance of teaching/senior staff to undertake work/care/support programmes to enable access to learning for pupils and to assist the teacher in the management of pupils and in the management of the classroom.
- The work may be carried out in the classroom or outside the main teaching area.

### **Key Responsibilities**

- The job involves working from instructions, but making minor decisions involving the use of initiative.
- Problems are referred to a supervisor / manager. Little close supervision is necessary beyond that provided by working arrangements and methods.
- Provide support for pupils, including those with special needs, ensuring their safety and access to learning activities.
- Assist the teacher in the management of pupils and the management of the classroom.
- Assist the teacher with the planning of learning activities.
- Assist with the development and implementation of Individual Education/Behaviour Plans and Personal Care programmes.
- Undertake pupils record keeping which will include recording pupils responses top learning activities.
- Promote self-esteem and independence.
- Promote positive pupil behaviour, deal promptly with conflicts and incidents in line with established policy and encourage pupils to take responsibility for their own behaviour.
- Provide assistance with pupil first aid and welfare issues e.g. look after sick pupils and liaise with parents.
- May be required to demonstrate own tasks to new starters or less experienced members of staff.
- May be required to assist in the handling of small amounts of money related to various school events, which are then handed over to school office staff for processing.
- Lunchtime supervision included.
- Undertake other duties appropriate to the grade of the post.

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Additional Duties
<ul style="list-style-type: none"> <li>• Some lifting, stretching and physical effort required for the preparation of the classroom for lessons and clearing away afterwards.</li> <li>• Post holder will periodically be required to assist with the display of pupils' work which may involve considerable physical effort.</li> <li>• Post holder will be required to concentrate for most of the morning or afternoon whilst observing and assisting the pupils during lessons.</li> <li>• There may be occasional emotional stress experienced through exposure to difficult child protection/welfare issues which may cause the child to become angry or upset.</li> <li>• Post holder mainly operates within classroom based conditions and there is regular background noise.</li> <li>• There may be some exposure to environmental conditions when supervising pupils/students outside at lunchtime and during off-site activities and school trips.</li> <li>• There may be the need to deal with bodily fluids when providing personal care to pupils.</li> <li>• Post holder will be subject to occasional exposure to pupils exhibiting difficult and challenging behaviour and who are angry or upset.</li> </ul>
Staff Development
To take part in the school's staff development programme by participating in arrangements for further training and professional development.
To continue personal development in the relevant areas including subject knowledge and teaching methods.
To engage actively in the Performance Management Review process.
To work as a member of a designated team and contribute positively to effective working relations within the school.
Communications
To communicate effectively with the parents of students as appropriate.
Where appropriate, to communicate and co-operate with persons or bodies outside the school.
To follow agreed policies for communications in the school.
Corporate Accountabilities
Sharing the school's commitment to safeguarding and prioritising the welfare of children, young people and vulnerable adults and demonstrating it in your day-to-day work.
Performing your role, as part of a highly committed team and delivering your service in a way that helps the school achieve its strategic objectives and annual development and improvement plans - taking account of available resources and national developments.
Contribute to the evaluation and development of services across the school as part of the school's ongoing self-assessment cycle.

## *Reach South Academy Trust - Job Profile & Person Specification*

<b>Professional</b>
Ensure the maintenance of standards of practice according to the employer and any regulating bodies, and keep up-to-date on new recommendations/guidelines set by the relevant departments.
Ensure that confidentiality is protected at all times.
Ensure clear objectives are identified, discussed and reviewed with supervisor and senior colleagues on a regular basis as part of continuing professional development.
Participate in individual performance review and respond to agreed objectives.
Keep all records up to date in relation to Continuous Professional Development and ensure personal development plans maintain up-to-date specialist knowledge of latest theoretical and service delivery models/developments.
Attend relevant conferences/workshops in line with identified professional objectives.
Support and encourage harmonious internal and external working relationships.
Raise the profile of the Academy by making positive contributions.

<b>General</b>
Contribute to the development of best practice within the service.
Ensure a comprehensive understanding of the relevant safeguarding legislation, guidance and best practice.
All employees have a responsibility and a legal obligation to ensure that information processed is kept accurate, confidential, secure and in line with the Data Protection Act (2018) and Security and Confidentiality Policies.
It is the responsibility of all staff that they do not abuse their official position for personal gain, to seek advantage of further private business or other interests in the course of their official duties.
This Job Profile does not provide an exhaustive list of duties and may be reviewed in conjunction with the post holder in light of service development.

<b>Values, Behaviours, Curriculum Principles</b>
<p>Performing your role in alignment with the Trust's values, behaviours and curriculum principles:</p> <p><b>Values</b></p> <ul style="list-style-type: none"> <li>• Inclusivity</li> <li>• Promoting social mobility</li> <li>• Serving local communities</li> <li>• Believing in the potential of our young people</li> <li>• Preparing tomorrow's adults to contribute to social, economic, environmental and cultural sustainable development</li> </ul> <p><b>Behaviours</b></p> <ul style="list-style-type: none"> <li>• Encouraging professional freedoms within consistent boundaries</li> <li>• Championing young people rather than institutions</li> <li>• Collaborating rather than competing where it delivers positive impacts on learning</li> <li>• Acting with the highest levels of integrity and engendering trust</li> <li>• Continually developing the skills and capacities of our people and our organisation</li> </ul> <p><b>Curriculum Principles</b></p> <ul style="list-style-type: none"> <li>• Delivering high standards of education for all pupils</li> <li>• Providing a broad, rich and experiential curriculum to develop rounded young people</li> <li>• Providing pathways that are relevant to the needs of our young people and the wider community</li> <li>• Basing our approach on verifiable research evidence where it exists</li> <li>• Teaching young people how to be effective learners</li> </ul>

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### Person Specification

The person specification allows an understanding of who we are looking for within this role and the skills knowledge or experience that we would expect.

	Essential	Desirable
<b>Qualifications &amp; Training</b>		
NVQ2 Teaching Assistants or equivalent qualification or experience.	X	
Completion of DFE Teacher Assistant Induction Programme.		X
Willingness to complete DFE Teacher Assistant Induction Programme within 12 months of appointment.	X	
<b>Knowledge</b>		
Knowledge of First Aid or willingness to complete training.	X	
Understanding of Foundation/National Stage Curriculum and other basic learning programmes and strategies	X	
<b>Experience</b>		
Teaching Assistant experience.	X	
<b>Skills</b>		
Ability to demonstrate, understand and apply the Trust's values, behaviours and curriculum principles.	X	
Numeracy & Literacy skills to fulfil the duties of the role.	X	
Post holder will be required to use interpretation skills in order to solve straightforward problems.	X	
Post holder will be advising and guiding the pupils on a daily basis. Effective written and oral communication skills required to liaise with pupils, other staff, parents and outside agencies and professionals.	X	
Keyboarding skills required to support the use of ICT in learning activities. Post holder will be required to operate office equipment e.g. photocopier.	X	
<b>Personal Qualities / Attributes</b>		
Act at all times in accordance with appropriate legislation and regulations, codes of practice, the provisions of the Trust's constitution and its policies and procedures.	X	
Work within the requirements of the Trust's Health and Safety policy, performance standards, safe systems of work and procedures.	X	
Undertake all duties with due regard to the Trust equalities policy and relevant legislation.	X	