

Job Description



Post Title	Level 4 Teaching Assistant
Grade	Grade 7
Location	Kelvin Hall School
Reporting to	HUB Lead

Purpose of Role

To complement the professional work of the Lead Teacher within an agreed system of supervision, to implement agreed work programmes with individuals/ groups, in or out of the Base. To deputise for the Lead Teacher and to supervise the pupil cohort on when appropriate.

Key Responsibilities

SUPPORT FOR PUPILS

1. Provides skilled support to pupils with S.E.N. including learning, behavioural, communication, social, sensory or physical difficulties, ensuring their safety and access to learning activities
2. Use specialist (curricular/learning) skills/ training/experience to support pupils in order to guide and assist each child's language, numeracy, other curriculum area development
3. Assists with the development and implementation of Individual Provision Maps / Behaviour Management Plans, and Personal Support programmes
4. Establishes constructive and positive relationships with pupils and interacts with them according to individual needs
5. Promotes the inclusion and acceptance of all Pupils
6. Support pupils consistently, including behavioural, social and welfare matters, whilst recognising and responding to their individual needs
7. Encourage pupils to interact and work co-operatively with others and engage all pupils in activities This may involve planning, preparing and delivering learning activities for individuals/ groups. The primary focus will be to maintain good order and to keep pupils on task.
8. Promote independence and employ strategies to recognise and reward achievement of self-reliance
9. Provide feedback to pupils in relation to progress and achievement under the guidance teachers

SUPPORT FOR TEACHERS

10. Work with the teacher to establish an appropriate learning environment
11. Work with the teacher in lesson planning, evaluating and adjusting lessons/schemes of learning as appropriate
12. To lead the base when the Lead Teacher is engaged in linked tasks outside of base, for PPA cover and training as well as other absences
13. To be responsible for monitoring and evaluating pupils' responses to learning activities through observation and planned recording of achievement against pre-determined learning objectives
14. Provide objective and accurate feedback and reports to the teacher as required regarding pupil achievement, progress and other matters, ensuring the availability of appropriate evidence
15. Be responsible for keeping and updating records as agreed with the teacher contributing to reviews of systems/ records as requested.
16. Undertake marking of pupils' work and accurately record achievement/progress
17. Promote positive values, attitudes and good pupil behaviour, dealing promptly with conflict and incidents in line with policy and encourage pupils to take responsibility for their own behaviour

18. Liaise sensitively and effectively with parents/ carers and participate in feedback sessions/ meetings with parents.
19. Administer and assess routine tests and invigilate exams/tests
20. Provide clerical/administrative support e.g. photocopying, typing, filing and administer coursework etc.

SUPPORT FOR CURRICULUM

21. Implement agreed learning activities/teaching/ well-being support programmes, adjusting activities according to pupil responses/needs
22. Implement local and national learning strategies e.g. literacy, numeracy, national curriculum and make effective use of opportunities provided by other learning activities to support the development of relevant skills feedback to the teacher
23. Support the use of ICT in learning activities and develop pupils' competence and independence in its use
24. Help pupils to access learning activities through specialist support
25. Determine the need for, prepare and maintain general and specialist equipment and resources.

SUPPORT FOR THE SCHOOL

26. Be aware of and comply with policies and procedures relating to Safeguarding, health, safety and security, confidentiality and data protection, reporting all concerns to the appropriate person
27. Be aware of and support difference and ensure all pupils have equal access to opportunities to learn and develop
28. Contribute to the overall ethos/work/aims of the Base and the school
29. Establish constructive relationships and communicate with other agencies/ professionals, in liaison with the teacher, to support achievement and progress of pupils
30. Attend and participate in regular meetings
31. Participate in training and other learning activities as required
32. Use own strengths and areas of expertise, use these to advise and support others
33. Provide appropriate guidance and supervision, assist in the training and development of staff as appropriate
34. Undertake planned supervision of pupils' out of school hours learning activities
35. Supervise pupils on visits, trips and out of school activities as required

Safeguarding Children

Thrive Co-operative Learning trust is committed to safeguarding and promoting the welfare of our pupils and young people. Each school has a robust Safeguarding Policy and all staff will receive training relevant to their role at induction and throughout employment at the school. We expect all staff to share this commitment. All post holders are subject to a satisfactory Enhanced disclosure from the Disclosure & Barring Service (DBS) and satisfactory employment references, as well as identification and qualification checks which will be required before commencing duties.

Responsibilities for Staff:	Supervise Teaching Assistants
Responsibilities for Customers/Clients:	Safeguarding and promoting the welfare of children. Pupils and external agencies
Responsibility for Budgets/Financial Resources:	None
Responsibility for Physical Resources:	None

		E	D	How Identified
--	--	---	---	----------------

Qualifications	NVQ Level 3/4 for Teaching Assistant or equivalent/similar qualification OR Significant and relevant school experience	✓		AF, QC
	GCSE in English & Maths at Grade C/ 4 or above	✓		AF, I
	S.E.N. training courses		✓	
	Team -Teach Training		✓	
	Level 1 Safeguarding Training	✓		
	Emergency First Aid Training		✓	
Relevant Experience	Previous successful work with children with SEN	✓		AF, I
	Previous successful work with children with autism	✓		
	Experience of using behaviour management plans	✓		
	Experience in taking the lead in teaching groups / classes of pupils	✓		
Knowledge	Knowledge and commitment to safeguarding and promoting the welfare of vulnerable children and young people	✓		I/R
	Knowledge of behaviour management strategies and promoting the emotional well-being of vulnerable children and young people	✓		
	Knowledge of the curriculum and basic learning programmes / strategies	✓		AF, I
	Appropriate approaches / methods to teaching pupils with autism		✓	AF, I
Skills (including thinking challenge/ mental demands)	Good ICT skills to promote pupils' learning	✓		Interview, References
	Motivation to work with vulnerable children and young people	✓		

	Ability to form and maintain appropriate relationships and personal boundaries with children and young people	✓		
	Ability to deal with a physically and emotionally demanding job	✓		
	Ability to lead / direct other support staff	✓		
	Ability to both follow direction and show initiative	✓		
	Commitment to offer high quality education and care to children with SEN	✓		
Interpersonal/ Communication Skills: Verbal Skills	Ability to relate well to vulnerable children & young people	✓		Interview, References
	Work constructively as part of a team, understanding classroom roles and responsibilities, and your own position within these		✓	
	Ability to show respect and courtesy at all times, and form good relationships, and with other professionals , pupils and parents			
	Very good communication skills	✓		
	Highly competent written skills, including spelling and grammar , including use of ICT	✓		Interview
Written Skills	Ability to deal robustly with challenging situations	✓		AF
Other: Disclosure & Barring Service:	The successful candidate's appointment will be subject to the School obtaining a satisfactory and Enhanced disclosure from the Disclosure & Barring Service (if ticked as an essential requirement).	✓		DBS
	If the post holder requires a DBS disclosure the candidate is required to declare full details of everything on their criminal record.	✓		AF (after short listing)