



**Maiden Erlegh Trust
Job Description**

Role	Teaching Assistant	School/Department	Indigo Resource Hub, Maiden Erlegh School
Grade	Grade 3, SP5	Reports to	Head of Indigo Resource Base
Job Evaluation Code	MES009a	Hours of work	30 hours per week

Purpose	To facilitate learning by supporting the needs of individual pupils and small groups of pupils who access the Indigo Autism Resource Base in accordance with school policy and government initiatives in the pursuit of high standards of pupils achievement.
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Scope	Main contacts: pupils, staff, parents, external agencies	Staff responsibilities: None	Financial accountability: N/A
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Main duties and responsibilities	<ul style="list-style-type: none">▪ Liaise with class teacher on a daily basis to discuss class tasks and enable students to become independent learners within their own ability and assisting the teacher with social skills. Regularly report back to the teacher on student progress and areas of concern▪ Work with small groups or individual students, clarifying and explaining instructions, ensuring that students are able to use equipment and materials whilst motivating pupils to complete work▪ Establish productive working relationships with students, acting as a role model and setting high expectations.▪ Assist the teacher in classroom discipline re-enforcing the teacher's standards of behaviour and tidiness within the classroom▪ To help deliver educational programmes within the Indigo Resource Base, including supporting the delivery of social skills groups, life skills and other autism related interventions▪ Prepare resources▪ Monitor and assess students and record and report on achievements and development▪ Various duty rota activities under the general direction of the Head of School▪ Any other duties that reasonably fall within the purview of the post, which may be allocated after consultation with the post holder.
Personal attributes	<ul style="list-style-type: none">▪ NVQ Level 2 or equivalent in English and Maths▪ Experience of working with children with autism within a mainstream setting is desirable▪ A passion to support mainstream autistic students reach their potential▪ Knowledge of the school curriculum▪ Good communication skills▪ The ability to work in a team▪ Confidentiality at all times



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	<ul style="list-style-type: none">▪ Understanding of how to assist pupils understand the work they have to do e.g. chunking work into smaller steps▪ Adaptable and energetic▪ Positive behaviour management▪ A good sense of humour▪ Be able to work on own initiative▪ A flexible approach to working and a commitment to ongoing service and personal development (through self-evaluation and learning from others)
Other requirements and responsibilities	Level of DBS required:
Structure chart	<div><div>Head of Indigo Resource Base</div><div>Teaching Assistant</div></div>

The Trust retains the right to implement changes in job descriptions and person specifications to reflect changes in the demands of the post. Where this is necessary this will be done in consultation with you.

Maiden Erlegh Trust is an Ethical Leadership Pathfinder organisation and we are committed to safeguarding, equality and promoting the welfare of children and young people. We are also committed to having the highest expectations of pupil/students and staff, and supporting everyone to reach their full potential. All employees of the school and Trust are expected to share these commitments. All posts require satisfactory employment checks and references and a satisfactory enhanced Disclosure and Barring Service check. All Leadership roles will require a Section 128 check.

Signed: _____

Date: _____

Post holder

Maiden Erlegh Trust Person Specification

Role	Teaching Assistant	School/Department	Indigo Resource Hub, Maiden Erlegh School
Grade	Grade 3, SP5	Job Evaluation Code	MES009a

Qualifications, training and education	<ul style="list-style-type: none"> NVQ Level 2 / CACHE Level 2 Certificate or equivalent NVQ Level 2 or equivalent in English and Maths
Experience	<ul style="list-style-type: none"> Knowledge of the school curriculum Knowledge of the standard of work expected from pupils Some experience with children with special needs is desirable but not essential
Skills and abilities	<ul style="list-style-type: none"> Good questioning skills Good observation and assessment skills Understanding of open-ended questioning and investigative work Understanding of their role to assist and supervise pupils on particular tasks and the expected outcome of individual activities within the allocated timescale Excellent communication skills and interpersonal skills Ability to work within a team working environment and also able to work independently. Confidentiality at all times Calm under pressure, adaptable and energetic A caring and positive attitude, a good listener and sensitive to pupils needs A sense of responsibility Positive behaviour management A good sense of humour Flexibility and use of initiative is very important Flexible approach to working and commitment to ongoing service and personal development (through self-evaluation and learning from others)
Requirements specific to the role	All staff and volunteers are expected to be committed to safeguarding, equality and promoting the welfare of children and young people.