

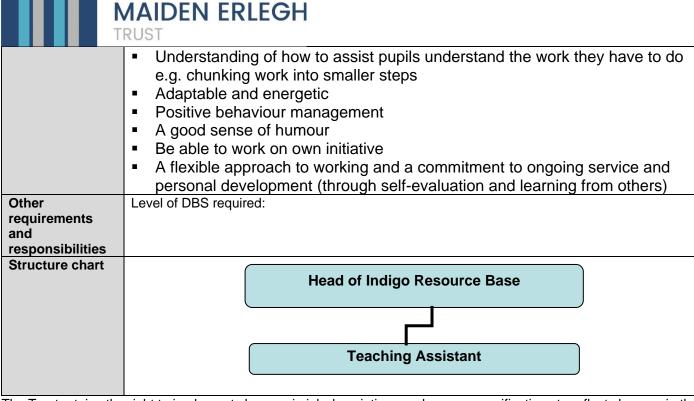
Maiden Erlegh Trust Job Description

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	
	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.

Scope	Main contacts: pupils, staff, parents,	Staff responsibilities: None	Financial accountability:	1
	external agencies			

Main duties and Liaise with class teacher on a daily basis to discuss class tasks and enable responsibilities 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 NVQ Level 2 or equivalent in English and Maths attributes 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



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:	
J	Post holder		

Maiden Erlegh Trust Person Specification

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

Qualifications, training and education	 NVQ Level 2 / CACHE Level 2 Certificate or equivalent NVQ Level 2 or equivalent in English and Maths
Experience	 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	 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.