



## Job Description

<b>POST:</b>	Teaching Assistant - Everest
<b>RESPONSIBLE TO:</b>	Principal, under the day-to-day supervision of the SEND Manager
<b>SALARY:</b> Scheme)	OCL Scale 3 SCP 4-8 (plus Local Government Pension
<b>LOCATION:</b>	Oasis Academy Mayfield
<b>WORKING PATTERN:</b>	8-3pm Mon, Tues, Thurs & Fri – 8 to 4pm Weds
<b>DISCLOSURE LEVEL:</b>	Enhanced – Oasis Community Learning is committed to safeguarding and promoting the welfare of children and young people. We expect all staff to share this commitment and to undergo appropriate checks, including enhanced DBS checks.

### JOB PURPOSE:

The post holder will be an exceptional graduate with a good degree in any discipline. They will work under the direction of the SEND Manager, enabling access to learning for students with SEND. The successful applicant will fully immerse themselves in the day-to-day life of the school. You will be delivering support to students who are receiving a small group targeted intervention for school-based anxiety in our on-site alternative provision, Everest. The duties outlined in this job description may be modified by the Principal, in consultation with the post-holder, to reflect or anticipate changes in the job, commensurate with the salary and job title.

### Accountabilities

- To support students access to academic lessons across the curriculum. This may include 1:1 support; small group activities; planning and adjusting lessons to suit the needs of students.
- Working with students to support their mental health and access to the curriculum through targeted support.
- Build and maintain successful relationships with students, treat them consistently, with respect and consideration.
- Develop an understanding of the special educational needs of the student/s concerned. This includes students with Autism and anxiety.
- Set challenging and demanding expectations and promote self-esteem and independence.



- Ensure subject teachers are kept well informed as to how best to meet the needs of young people to support reintegration for any students working from an intervention group.
  
- Provide feedback directly to parents/carers about student progress.
- Organise and manage the learning environment and resources.
- Deliver small group intervention as directed by the SEND Manager (e.g. social skills).
- Undertake planned supervision of students' out of school hours learning activities, including school visits and trips.
- Assist with routine tests and the support of individual students during examinations.
- Work with referred students individually, in an appropriate group context and within the classroom.
- Encourage all members of staff to recognise and fulfill their statutory responsibilities to students with SEND and disseminate good practice with colleagues.

#### **Other accountabilities**

- Serve as a role model based on high standards and professional conduct.
- Promote the inclusion and acceptance of all students.
- Establish constructive relationships with students and parents/carers.
- Be aware and comply with policies and procedures relating to equal opportunities, confidentiality and data protection, reporting all concerns to an appropriate person.
- Contribute to the safeguarding and promotion of the welfare and personal care of children and young people with regard to child protection procedures.
- Maintain confidentiality in relation to all work undertaken and departmental information.
- Carry out such duties as may from time to time be reasonably assigned by the Headteacher, operating within the Academy contract.
- Be aware of the responsibility for personal Health, Safety and Welfare and that of others who may be affected by your actions or inactions.
- Co-operate with the employer on all issues to do with Health, Safety & Welfare.
- Undertake any necessary professional development as identified through Performance and Development reviews taking full advantage of any relevant training and development available.

**The above responsibilities are subject to the general duties and responsibilities contained in the Statement of Conditions of Employment.**

**The duties of this post may vary from time to time without changing the general character of the post or level of responsibility entailed.**

**The post holder will be subject to performance objectives agreed annually with the relevant body and these objectives will be reviewed annually.**



**Person Specification      Teaching Assistant - Everest**

	<b>Essential</b>	<b>Desirable</b>
<b>Education/Qualifications</b>		
Good honours degree.		√
Relevant professional training or development.		√
First Aid Training		√
<b>Experience</b>		
Working with or caring for children.	√	
Collaborative and supportive work with parents.		√
An interest in working in education as a career.		√
Working with young people with Autism and/or mental health needs.		√
<b>Skills and Knowledge</b>		
Basic understanding of child development and how children learn	√	
Understanding of relevant policies/code of practice and awareness of relevant legislation		√
General understanding of the national curriculum and other learning programmes and strategies (e.g. literacy and numeracy)		√
Ability to relate well to young people and adults.	√	
Good oral and written communication skills.	√	
Good listening skills.	√	
ICT skills appropriate to the role, including audio visual and copying equipment.	√	
Effective time management.	√	
Effective and efficient organisation and administrative skills.	√	
Committed to continual personal and professional development.	√	
<b>Personal Qualities</b>		
A commitment to maximising the academic and holistic development of all students.	√	
Work constructively as part of a team.	√	
Willing to work within organisational procedures, processes and to meet required standards for the role.	√	
Be resilient and demonstrates ability to work well under pressure.	√	
Able to adopt a flexible working practice.	√	
Excellent record of attendance and punctuality.	√	
<b>Equal Opportunities</b>		
Commitment to the Academy's Equality and Safeguarding policies	√	