

JOB DESCRIPTION

School: Addington School	Location: Woodley & Farley Hill
Job Title: Teacher Assistant 32.5 hours, term time plus 5 INSET days	Grade / Salary Range: Scale 5 SCP 12-17 plus SEN Allowance

JOB PURPOSE

To support teachers in delivering a high-quality education for the pupils of Addington School.

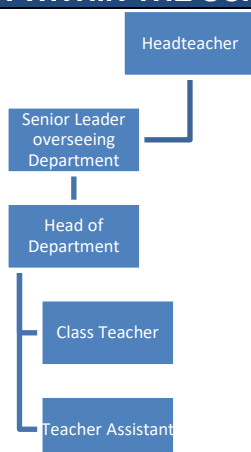
Working with our pupils requires a particular understanding and appreciation of their individual needs, such as; physical limitations, learning, emotional, behavioural and language difficulties or problems with organisation. The behaviour of some of our pupils can be difficult and dangerous and can therefore be emotionally and physically demanding for staff.

At Addington School there are three Levels of Support Staff

- 1 – Higher Level Teaching Assistant HLTA
- 2 – Teaching Assistants TA
- 3 – Learning Support Assistant LSA

The Teacher Assistant will be required to work across both sites of Addington School with prior notice. The Teacher Assistant could be based at either school location for extended periods.

DESIGNATION OF POST AND POSITION WITHIN THE SCHOOLS STAFFING STRUCTURE



MAIN DUTIES AND RESPONSIBILITIES

Teacher Support:

- Join with the teacher in planning and assessment of educational programmes
- Alongside the teacher to take responsibility for ensuring evidence of progress is captured for all pupils. Maintain agreed process, support LSAs as necessary.
- Report weekly to parents using Earwig Assessment System
- Give support and be involved with all class activities including working with small groups of children engaged in educational activities set by the teacher, which may or may not be off-site.
- Adapt and/or interpret lessons and instructions for pupils
- Assist the teacher with general management and engagement of pupils with behaviour difficulties and implementation of Therapeutic Support Plans.

- Make and maintain resources, wall displays, apparatus and other teaching aids under the direction of the Class Teacher
- Prepare classroom for pupils ensuring where necessary that laundry is completed in a timely manner, other rooms used are left tidy and hygiene routines are in place and followed.
- Set out and store appropriately all resources, materials, apparatus and equipment required for use by pupils and teachers
- Prepare classroom for activities and maintain a tidy environment at all times, both inside and outside of the classroom.
- Organise daily rotas and staff breaks
- Willingness to act up as a Teacher when required

Pupil Support:

- Be aware of physical and medical needs. Ensure correct positioning of pupils to maximise learning
- If necessary, to oversee or administer drugs e.g. Ventolin inhalers, Buccal Midazolam, Adrenaline - with training
- Administer complex feeding programmes – with training
- Team Teach – To train in the philosophy and techniques of team teach and implement this in the whole school environment
- Manual Handling – To train in and implement safe manual handling techniques
- To ensure all LSA's in the class have appropriate training for the pupils needs
- Develop communication with parents through home/school diaries, class email and in person
- Participate in parents' evenings/review meeting and with families/professionals
- Give support, as appropriate for individual physiotherapy, SaLT or OT programmes and help by moving pupils and equipment around the room including safe movement of pupils
- Be sensitive to differing religious beliefs and cultures and be mindful of equality
- Use AAC systems at all times and provide support for pupils who require the use of high tech aids for communication
- Support inclusion programmes
- Supervise and organise pupils at playtimes
- Help pupils with the broad range of independence skills including care of personal belongings.
- Undertake toilet routines and programmes, including the changing of soiled clothing and wiping up spillage as necessary.
- Respond to and take care of pupils when vomiting, dribbling or other various body fluids

General

- To take on a whole school or department-wide responsibility/agreed area.
- Work in line with statutory safeguarding guidance (i.e. Keeping Children Safe in Education, Prevent) and our safeguarding and child protection policies.
- Retain confidentiality about all aspects of school life
- Collect pupils and take to and from transport and support the greeting routines, register, morning break and lunch arrangements. Prepare pupils and activities for transition during the day
- Maintain Health & Safety standards and a high level of hygiene
- Attend in-service training days and afterschool training (twilights)
- Contribute to staff training as and when appropriate.
- Raise areas of individual staff development through your line manager. Including Performance Management
- Work with-in a multi-professional team
- Be willing to work in any part of the school with pupils of all ages and abilities
- Undertake related duties as requested by the Headteacher, within the spirit and scope of this job description

PERSON SPECIFICATION

Job Title:	Teacher Assistant
Reports to (job title):	Class Teacher

- * E = Essential Criterion (required at point of recruitment)
D = Desirable Criterion (can be developed over time)

KEY CRITERIA * E / D?	
Qualifications and Experience: <ul style="list-style-type: none"> Level 3 qualification – i.e. A Levels, NVQ, QCF or equivalent Good standard of general education – i.e. 5 GCSEs Grade 9-4/A-C including GCSE English and Maths or equivalent Level 2 qualification Experience of working with pupils with SEND Specific SEND training 	<ul style="list-style-type: none"> D E E D
Knowledge, Skills and Abilities: <ul style="list-style-type: none"> Physical ability to respond to manual handling and difficult and dangerous pupil behaviour with appropriate training Physical ability to support pupils with SEND in all areas of the curriculum Effective written communication with parents and professionals Knowledge of school curriculum Excellent communication and interpersonal skills Ability to work within a team environment Ability to use initiative Proficient in use of IT (E.G Microsoft Office, Email, Online software systems) Knowledge of strategies to engage pupils with Special Educational Needs 	<ul style="list-style-type: none"> E E E E E E E E D
Work-related Personal Qualities: <ul style="list-style-type: none"> Flexible and adaptable approach to work Organised and flexible approach to work Lead and direct LSAs Confident to deliver training to small groups of LSAs Calm under pressure, adaptable with a commitment to getting the best outcomes for all pupils A caring and positive attitude Active listening skills and expertise in understanding the needs of pupils A positive approach to behaviour management Ability to problem solve A commitment to maintaining confidentiality at all times Resilient, positive and enthusiastic about making a difference Ability to use initiative 	<ul style="list-style-type: none"> E E E D E E E E E E E E
Other Work-related Requirements: <ul style="list-style-type: none"> First Aid Qualifications Driving licence Training in Positive behaviour techniques Required to work at both school locations, Woodley and Farley Hill 	<ul style="list-style-type: none"> D D D E