



**Job Title:** Teaching Assistant

**School:** Green Meadows Academy

**Pay Range:** B1: 4-6 (pro rata)

**Responsible to:** Class Teacher

**Hours:** 32.5 hours per week

**Role:**

To work under the direct instruction of teaching/senior staff, usually in the classroom with the teacher, to support access to learning for pupils and provide general support to the teacher in the management of pupils and the classroom.

**Main Duties:**

- To attend to the pupils' personal needs, and implement related personal programmes, including social, health, physical, hygiene, first aid and welfare matters.
- Supporting pupils who may have complex medical needs and who may need emergency medical support, training will be provided.
- Supporting pupils who require additional support with communication, including those pupils with a mechanical system of communication. The post holder may also be required to use British Sign Language and/or Makaton, (a form of sign language for SEN pupils) if so training will be provided.
- Supporting pupils with speech difficulties under the guidance of a Speech Therapist to support individual pupils with specific needs - in-house training provided.
- Providing support to pupils who need assistance with personal care, such as feminine hygiene, changing nappies etc. for incontinent pupils and assisting pupils to use the toilet if they are unable to use the toilet unaided.
- Feeding pupils and assisting them with drinking, in-house training given.

- Supporting pupils who because of their physical needs may need to be lifted and carried and/or in transported in wheel chairs, training will be provided. Due to the clientele of the SILCs where pupils may be aged from 2-19 years of age, the pupils may be adult size and weight.
- The post holder may also be required to assist pupils with physiotherapy under the guidance of physiotherapist.
- The post holder may be required to restrain pupils who may harm themselves or others. Some pupils may bite, kick, nip and punch etc. themselves staff and or other pupils. Training will be provided on how to restrain pupils appropriately.
- To supervise and support pupils ensuring their safety and access to learning
- To establish good relationships with pupils, acting as a role model and being aware of and responding appropriately to individual needs.
- To promote the inclusion and acceptance of all pupils
- To encourage pupils to interact with others and engage in activities led by the teacher
- To encourage pupils to act independently as appropriate
- To prepare classroom as directed for lessons and clear afterwards and assist with the display of pupil's work.
- To be aware of pupil problems/progress/achievements and report to the teacher as agreed.
- To undertake pupil record keeping as requested
- To support the teacher in managing pupil behaviour, reporting difficulties as appropriate
- To gather/report information from/to parents/carers as directed
- To provide clerical/administrative support - photocopying, typing, filing, collecting money etc.
- To support pupils to understand instructions
- To support pupils in respect of local and national learning strategies - literacy, numeracy, KS3, early years, as directed by the teacher
- To support pupils in using basic ICT as directed
- To prepare and maintain equipment/resources as directed by the teacher and assist pupils in their use.

- To be aware of and comply with policies and procedures relating to child protection, health, safety and security, confidentiality and data protection, reporting all concerns to an appropriate person.
- To be aware of and support difference and ensure all pupils have equal access to opportunities to learn and develop.
- To contribute to the overall ethos/work/aims of the school
- To appreciate and support the role of other professionals
- To attend relevant meetings as required
- To participate in training and other learning activities and performance development as required.
- To assist with the supervision of pupils out of lesson times, including before and after school and at lunchtimes.
- To accompany teaching staff and pupils on visits, trips and out of school activities as required.

#### **Any Special Conditions of Service:**

There is a requirement to submit to an enhanced Criminal Records Bureau background check. Term time working. There may be a need to occasionally work outside of school hours and off school premises, as required by the school. No smoking policy.

#### **Safeguarding Responsibilities:**

- We expect all staff to understand and implement the contents of policies relating to safeguarding including the Child Protection Policy, the Safer Recruitment Policy, the safe working practice policy, the Keeping Children Safe in Education Guidelines, the Safeguarding policy and any other relevant policies as applicable. We expect all GMA employees to:
- Adhere to all safeguarding arrangements so that pupils stay safe, are healthy, make a positive contribution, enjoy and achieve, and develop skills for economic well-being
- Protect pupils from bullying, racist abuse, harassment or discrimination, and promotes good behaviour
- Maintain health and safety policies and procedures, including conducting necessary risk assessments as well as regular checks on equipment and premises
- Support the provision of a safe environment and secure school site
- Support the needs of pupils with medical conditions
- Identify and respond appropriately to child welfare and child protection concerns
- Work effectively with key agencies to safeguard and promote the welfare of children
- Prioritise safeguarding, and support the monitoring of policies and practices

- Support to ensure that adults working with children are appropriately recruited and vetted, and receive appropriate training, guidance, support and supervision to undertake the effective safeguarding of pupils.

## TEACHING ASSISTANT PERSON SPECIFICATION

Essential Criteria	How Identified	Desirable Criteria	How identified
<b>PERSONAL SKILLS &amp; ATTRIBUTES</b>			
<p>Good numeracy/literacy skills</p> <p>Use basic technology – computer, video, photocopier</p> <p>Ability to relate well to children and adults</p> <p>Ability to work constructively as part of a team</p>	<p>Application form and selection process</p> <p>Application form and selection process</p> <p>Application form and selection process</p> <p>Application form and selection process</p>	<p>Maths and/or English GCSE pass or equivalent</p>	<p>Provide evidence by producing certificate and at interview</p>
<b>KNOWLEDGE &amp; UNDERSTANDING</b>			
<p>Working with or caring for children of relevant age</p> <p>Understanding classroom roles and responsibilities and your own position within these.</p>	<p>Application form and selection process</p> <p>Application form and selection process</p>	<p>Appropriate knowledge of first aid</p> <p>To be aware of policies and procedures relating to child protection, health, safety and security, confidentiality and data protection.</p>	<p>Application form</p> <p>Application form and selection process</p>

- You will be expected to attend and participate in a wide variety of meetings as well as training and development activities to support Trust, Academy and your own professional development.
- All staff, regardless of their position, are expected to undertake Team Teach training and work within "good practice" guidelines using a range of positive handling strategies, gradual and graded, involved in holding, guiding and escorting safety, from least intrusive to more restrictive holds.
- As part of your wider duties and responsibilities you will be required to promote and actively support the school's responsibilities towards safeguarding. Safeguarding is about keeping people safe and protecting people from harm, neglect, abuse and injury. It is about creating safe places, being vigilant and doing something about any concerns you might have. It isn't just about the very old and the very young, it is about everyone who may be vulnerable.

- The post holder must be willing to undertake an enhanced Disclosure and Barring Service check. Please note that a conviction may not exclude candidates from appointment but will be considered as part of the recruitment process.