

ROBERTSBRIDGE COMMUNITY COLLEGE JOB DESCRIPTION

Job Title:	Teaching Assistant
Pay Scale:	East Sussex Single Status Grade 3
Last updated	April 2023
Responsible to:	SEND Facility Manager/SENDCo
Hours	32.5 hours per week, 39 weeks per year

Job Purpose (Main purpose of the role)

All support staff are part of a whole school team. They are required to support the values and ethos of the school and school priorities. This will mean focussing on the needs of pupils, colleagues and parents/carers and being flexible in a busy pressurised environment.

This role assists in promoting the best possible outcomes in terms of wellbeing, learning and personal development of all pupils.

Key Responsibilities and tasks

1. Support pupils in achieving the best possible outcomes.
2. Modify and adapt delivery of learning activity under the guidance of a teacher.
3. Responsible for the promotion of the wellbeing and safeguarding of pupils, including provision of personal care, medical intervention and moving and handling students as required.
4. Establish effective relationships with the pupil(s), parents/carers and colleagues and work successfully as part of the team around the pupil.
5. Maintain awareness of and support or implement the teaching and learning, behaviour and safeguarding policies.
6. Support pupils in developing interaction, communication, independence and inclusion both in and out of the classroom.
7. Support pupils both individually and in groups with the use of a wide range of learning resources to support the best learning outcomes.
8. Prepare activities and resources in advance of the lesson and undertake practical tasks to maintain a good learning environment.
9. Carry out playground/break and lunch time supervision and support as required.
10. Escort and supervise pupils on educational visits and out of school activities, ensuring their learning, health, safety and well-being.
11. Commitment to own personal development including attending training activities offered by the school to further knowledge.
12. Carry out the above duties in accordance with all school policies. And maintain confidentiality at all times.
13. Provide objective and accurate feedback and reports on pupil progress as required.
14. Provide support in exams as required.

Child Protection and Safeguarding Policy

It is the post holder's responsibility for promoting and safeguarding the welfare of children. You will comply with the College's Child Protection and Safeguarding Policy, and the requirement to report to the Child Protection Officer any concerns relating to the safety or welfare of children.

This school is committed to safeguarding and promoting the welfare of children and young people and expects all staff and volunteers to share this commitment.

This job description sets out the duties of the post at the time when it was drawn up. Such duties may vary from time to time without changing the general character of the duties or the level of responsibility entailed. Such variations are a common occurrence and cannot of themselves justify a reconsideration of the grading of the post.



Signed:	Post Holder:	Date:
Signed:	Headteacher:	Review Date:



PERSON SPECIFICATION

Essential key skills and abilities

These criteria will be assessed at the application and interview stage

- Ability to use language and other communication skills that pupils can understand and relate to.
- Ability to establish effective relationships with pupils and empathise with their needs.
- Ability to consistently and effectively implement agreed behaviour management strategies.
- Ability to assess, adapt and learn from a situation to modify or adapt the activities.
- Ability to assist in the recording of lessons and assessment as required by the teacher.
- Ability to work effectively and supportively as a member of the school team.
- Ability to work within and apply all policies.
- Able to converse at ease with customer and provide advice in accurate spoken English (customers including the team around the children).

Desirable education and qualifications

These criteria will be evidenced via certificates, or at interview

- NVQ Level 2 for Teaching Assistants or equivalent.

Essential knowledge

These criteria will be assessed at the application and interview stage

- A good standard of written and spoken English.
- A basic understanding of Mathematics.
- A basic understanding of and use of IT, including the use of email.
- Basic knowledge of safeguarding.
- Basic knowledge of the school, the school's values and ethos.

Desirable knowledge

These criteria will be assessed at the application and interview stage

- Awareness of the teaching and learning, behaviour and safeguarding policies.
- Where appropriate, to know and apply positive handling techniques.

Essential experience

These criteria will be assessed at the application and interview stage

- Experience of using a wide range of learning resources to support the best learning outcomes.

Desirable experience

These criteria will be assessed at the application and interview stage

- Experience of supporting children, including those with special educational needs.

Other essential criteria

These criteria will be assessed at the application and interview stage

- Commitment to own personal development including attending training activities offered by the school to further knowledge.
- Commitment to maintain confidentiality on all school matters.
- Willingness to work across the school as part of the school team in all years and subjects as required.
- Able to demonstrate resilience.
- Able to demonstrate commitment to the ethos of the school.
- Empathetic.
- Polite and professional manner.
- Positive approach.

Job Evaluation Reference: 11946



Health & Safety Functions

This section is to make you aware of any health & safety related functions you may be expected to either perform or to which may be exposed in relation to the post you are applying for. This information will help you if successful in your application identify any health-related condition which may impact on your ability to perform the job role, enabling us to support you in your employment by way of reasonable adjustments or workplace support.

Function	Applicable to role
Using display screen equipment	Yes
Working with children/vulnerable adults	Yes
Moving & handling operations	No
Occupational Driving	No
Lone Working	No
Working at height	No
Shift / night work	No
Working with hazardous substances	No
Using power tools	No
Exposure to noise and /or vibration	No
Food handling	No
Exposure to blood /body fluids	No