



JOB DESCRIPTION

Job Title:	Teaching Assistant – Core Team
Grade:	D
Hours:	28 hours per week
Working Weeks:	38 weeks per year
Responsible to:	Assistant to the SENDCo
Direct Supervisory Responsibility for:	None
Indirect Supervisory Responsibility for:	None
Important Functional Relationships:	<u>Internal:</u> Teachers, Students, Support Staff and Parents <u>External:</u> Professional Agencies

Main purpose of the job

To take a pro-active role in the support of the educational, social and physical needs of students; to support the curriculum and the school through the provision of a high level of assistance in the practical organisation of class activities, undertaking group work and ensuring the welfare and development of students. To meet the requirements of students who have additional needs.

Duties and responsibilities:

1. To assist individuals and groups of students in developing knowledge, skills and attitudes as defined by the Curriculum. To take into account the learning support involved to aid the students to learn as effectively as possible.
2. To establish supportive relationships with the student/s concerned and to encourage acceptance and inclusion of all students.
3. To encourage social integration and individual development of students. To develop methods of promoting and reinforcing students' self-esteem.
4. To accompany students on educational visits and outings as supervised by the Teacher.
5. To assess, monitor and record students' progress in relation to IEP's, and to feedback to the SENCO/Teacher with regard to students' progress and the success of IEP's, including making recommendations for alterations to improve the effectiveness of IEP's.
6. To assess, monitor and record students' progress, health, behaviour and general wellbeing. To feedback any information (including concerns) regarding the well-being and educational needs of children to the Teacher or Headteacher as appropriate.
7. To meet with teachers, SENDCOs, appropriate key stage co-ordinators on a regular basis to discuss improvements to the teaching practices, delivery of the curriculum and progress and concerns regarding individual students.
8. To be aware of confidential issues linked to home/student/Teacher/school work and to ensure the total confidentiality of such sensitive information.

9. To supervise an individual or small group of children within a class under the overall control of the Teacher.
10. To meet the mobility needs of the student assisting in the use of a wheelchair, ensuring compliance with safe lifting procedures and associated training.
11. To meet the needs of students with emotional and behavioural difficulties. To control the student to prevent harm and disruption to the student or others, within the limits of the post holders training (eg: Team Teach) and school policies and procedures.
12. To encourage acceptance and inclusion of all students.
13. To develop methods of promoting/reinforcing the student's self-esteem and to promote independence through the development of self-help skills.
14. To administer minor first aid (as trained), assist in the dispensation of medically prescribed controlled drugs (as per the approved procedure) and to assist with children who are sick as needed.
15. To carry out administrative tasks associated with all of the above duties as directed by the SENDCo.
16. To remain aware and work within all relevant school working practices, policies and procedures.
17. To attend staff meetings and school-based INSET as required.
18. The post holder is responsible for his/her own self-development on a continuous basis.
19. To act as a Mentor for a group of student mentees. To oversee and support the assessment, monitoring and recording of mentees' health, behaviour, academic progress and general wellbeing. To feedback any information (including concerns) regarding the well-being and educational needs of the students to the House Leader, Head of Upper/Lower School, teacher or parent as appropriate.
20. To be aware of and work in accordance with the school's safeguarding policies and procedures in order to safeguard and promote the welfare of children and to raise any concerns relating to such procedures which may be noted during the course of duty.
21. To be aware of and adhere to applicable rules, regulations, legislation and procedures e.g. LA Council (Equal Opportunities Policy/Code of Conduct), national legislation (Health and Safety, Data Protection).
22. To maintain confidentiality of information acquired in the course of undertaking duties for the school. To ensure that no paperwork containing names of students or other information leaves the school site.
23. Under the direction of the SENDCo, to undertake the delivery of interventions such as: Draw and Talk, Circle of Friends, ASD Champion Support, Physiotherapy etc.
24. To undertake other duties appropriate to the grading of the post as and when required.
25. Keep up-to-date with all relevant information on students, which may change frequently as they make progress.
26. Apply new information, given out in any meetings, in your support of our students.

Date Prepared: November 2021
Job Description prepared by: School Business Manager
Job Evaluation: CYSH 004

PERSON SPECIFICATION

Job Title: Teaching Assistant
Person specification prepared by: Business Manager
Date: November 2021

ATTRIBUTES	ESSENTIAL	DESIRABLE	HOW IDENTIFIED
<u>Relevant Experience</u>	At least 2 years' experience of working with children.	Experience of working with children within a classroom environment or similar at different key stages or within different departments.	Application form. Interview.
<u>Education & Training</u>	Grade C or above English and Maths GCSE or equivalent qualification	Teaching Assistant qualification. A Levels or equivalent	Application form.
<u>Special Knowledge & Skills</u>	Knowledge of a particular area of the curriculum or student's needs (ie: early years, EBD, ALS, literacy or numeracy). ICT skills. Organisational skills. Good communication skills.	Knowledge of a range of issues relevant to education and child development. Experience in working with students with social or emotional behavioural difficulties, Autistic Spectrum Disorder, dyslexia and dyspraxia.	Interview.
<u>Any Additional Factors</u>	Able to prioritise between different demands. Able to work to deadlines. Self-motivated, and able to work in a team. An interest in children and education. Patient and friendly approach. Displays an awareness, understanding and commitment to the protection and safeguarding of children and young people.	Experience of helping students with their personal care.	Interview.