



## **JOB DESCRIPTION**

### **Hamstead Hall Academy Trust**

**Name:**

**Job Title:** Teaching Assistant for SEN Hub - Level 2

**Grade:** Grade 2 (Term time only) (One Year fixed term linked to SEN Hub funding)

**Start Date:** September 2022

**Working Time:** 8.15am – 4.00pm, Monday – Friday (Term time)

#### **1.0 JOB PURPOSE:**

- 1.1** To support teaching staff in the development and education of pupils including the provision of specialist skills as appropriate.

#### **2.0 DUTIES AND RESPONSIBILITIES:**

- 2.1** Support for Pupils
  - 2.1.1** Support the activities of individuals or groups of children. Participate in the education of children, including contributing to their health and well-being
  - 2.1.2** Support children with special needs including:
    - 2.1.2.1** Sensory and/or physical impairment
    - 2.1.2.2** Cognition or learning difficulties
    - 2.1.2.3** Behavioural, emotional and social development needs
    - 2.1.2.4** Communication and interaction difficulties
    - 2.1.2.5** Dealing with the personal care needs of children where appropriate in line with the guidance of the local authority
  - 2.1.3** Support the transition of pupils from and to their home school including liaising with staff from home schools, liaising with pupils and parents and having follow up meetings with pupils in their home school
  - 2.1.4** Support with life skills for pupils in the SEN Hub, for example organising breakfast.
- 2.2** Support for the teacher(s)
  - 2.2.1** Provide support for learning activities by
    - 2.2.1.1** Supporting the teacher in the planning and evaluation of learning activities
    - 2.2.1.2** Supporting the delivery of learning activities
  - 2.2.2** Support in organising effective learning environments and maintaining appropriate records
  - 2.2.3** Support literacy and numeracy activities in and out of the classroom
  - 2.2.4** Support the maintenance of pupil safety and security
  - 2.2.5** Contribute to the management of pupil behaviour by
    - 2.2.5.1** Promoting academy policies with regard to pupil behaviour

**2.2.5.2** Supporting the implementation of strategies to manage pupil behaviour

**2.2.6** Undertake routine marking in line with the academy marking policy

**2.2.7** Provide clerical/admin. support, eg., photocopying, collecting money, administer coursework

**2.3** Support for the academy:

**2.3.1** Provide support to colleagues

**2.3.2** Develop own effectiveness in a support role

**2.3.3** Undertake break, lunch and after school supervision of students as required.

**2.4** Support for the curriculum:

**2.4.1** Support the use of information and communication technology in the classroom

**2.5** Work as required across the curriculum and in all Key Stages within the academy as appropriate to their training and experience.

**2.6** Individuals have a responsibility for promoting and safeguarding the welfare of children and young people he/she is responsible for or comes into contact with.

**2.7** To ensure their tasks are carried out with due regard to Health and Safety

**2.8** To participate in appropriate professional development including adhering to the principle of appraisal.

**2.9** To adhere to the ethos of the academy

**2.9.1** To promote the agreed vision and aims of the academy and SEN Hub

**2.9.2** To set an example of personal integrity and professionalism

**2.9.3** Attendance at appropriate staff meetings and parent meetings.

**3.0** Any other duties as commensurate within the grade and nature of the post in order to ensure the smooth running of the academy

**OBSERVANCE OF THE ACADEMY'S EQUAL OPPORTUNITIES POLICY WILL BE REQUIRED**

**4.0** **SUPERVISION RECEIVED:**

**3.1** **Supervising Officer's Job Title:** SEN Hub teacher

**3.2** LEVEL OF SUPERVISION

3.2.1 Left to work within established guidelines subject to scrutiny by supervisor

**4.0** **SUPERVISION GIVEN:** (excludes those who are **indirectly** supervised ie through others)

Post Title	Grade	No of Posts	Level of Supervision (as in 3.2 above)

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- Use 1, 2 or 3 as in 3.2

## **5.0 SPECIAL CONDITIONS:**

- 5.1** Level 2 is the basic entry level for a Teaching Assistant. Those staff who are not already qualified to NVQ Level 2 are required to work towards it and a Training and Development plan linked to the requirements of the National Occupational Standards should be agreed
- 5.2** To be familiar with, and strictly observe, the requirements of Hamstead Hall Academy's safeguarding policies including Child Protection, Health and Safety and Staff Code of Conduct

## **6.0 LINE MANAGER:**

The Post Holder will be responsible to the SEN Hub Lead

## **7.0 REVIEW AND AMENDMENT:**

This job description is normally subject to an annual review. It may be amended at the request of the Head of School or the post holder after consultation.

Signed: \_\_\_\_\_ (Post Holder)

Signed: \_\_\_\_\_ (Executive Principal)

Date: \_\_\_\_\_

**Hamstead Hall Academy Trust is committed to safeguarding and promoting the welfare of children and young people and expects all staff and volunteers to share this commitment. An enhanced DBS check is required for all successful candidates.**



## **Hamstead Hall Academy Trust**

### **PERSON SPECIFICATION**

#### **Teaching Assistant**

##### **Grade 2**

<b>CRITERIA</b>	<b>ESSENTIAL</b>	<b>M.O.A.</b>
<b>EXPERIENCE</b> (Relevant work and other experience)	<ul style="list-style-type: none"> <li>• Experience of working with children</li> <li>• Some experience of supporting children in Literacy, Numeracy and working with SEN groups and individuals</li> <li>• Some experience of using ICT effectively</li> <li>• Knowledge of policies and codes of practice/legislation</li> </ul>	AF/I AF/I  AF/I AF/I
<b>PERSONALITY AND DISPOSITION</b>	<ul style="list-style-type: none"> <li>• Professional appearance</li> <li>• Good record of attendance and punctuality</li> </ul>	I AF/I
<b>SKILLS AND ABILITIES</b>	<ul style="list-style-type: none"> <li>• A good understanding of child development and learning processes</li> <li>• The ability to follow instructions from the teacher and also be able to work independently</li> <li>• To make effective contributions to the team as appropriate</li> <li>• The experience of and the ability to deal positively with children and parents</li> <li>• The ability to manage behaviour effectively</li> <li>• The ability to implement assessment for learning under the guidance of the teacher</li> <li>• Show initiative and work independently</li> </ul>	AF/I  AF/I  AF/I  AF/I AF/I  AF/I
<b>TRAINING</b>	<ul style="list-style-type: none"> <li>• Willingness to participate in further training and developmental opportunities offered by the academy to further knowledge</li> </ul>	AF/I
<b>EDUCATION/ QUALIFICATIONS</b>	<ul style="list-style-type: none"> <li>• NVQ Level 2 qualification</li> <li>• Good numeracy and literacy skills</li> <li>• Good ICT skills</li> </ul>	AF/I AF/I AF/I
<b>OTHER</b>	<ul style="list-style-type: none"> <li>• A flexible and positive attitude</li> <li>• Competent and organised</li> <li>• Patient</li> <li>• Enjoy working with children</li> </ul>	AF/I AF/I AF/I AF/I
<b>CONTRA INDICATION</b>	<ul style="list-style-type: none"> <li>• Criminal convictions involving offences against children</li> </ul>	AF

#### **Method of Assessment (M.O.A.)**

A.F. = Application Form; I = Interview; T = Test or Exercise; P = Presentation

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