

# Teaching Assistant Hillocks Primary Academy

Job description and person specification

# Job description

**Post title:** Teaching Assistant

**Salary:** Grade 3

Diverse Academies is a multi-academy trust with a vision to inspire, to raise aspirations and to create brighter tomorrows. Across primary, secondary and special settings, we share a common mission to nurture curiosity, develop wellbeing and empower children and young people to go beyond their aspirations. Together, we believe we can make a difference in our diverse communities, and in the lives of those who learn with us and work with us.

We empower. We respect. We care.

## Purpose of the post

To support the academy and to work as part of a team, within the age range 3 to 11 years. Supporting the class teacher in delivering a structured timetable to children with autism spectrum conditions (ASC), SEMH (social, emotional and mental health) and challenging behaviours.

## Main duties and responsibilities

The Teaching Assistant will be a member of a team, under the leadership and supervision of the Principal and the Lead Teaching Assistants. The post-holder will work to a level reflected by the grade of the post:

## Support the children by:

- Undertaking the activities with either individuals or groups of children to ensure their safety and facilitate their physical, emotional and educational development.
- Carrying out pre-determined educational activities and work programmes whilst promoting independent learning.
- Working to establish a supportive relationship with the children.
- Promoting the inclusion and acceptance of all children within the classroom.
- Promoting and reinforcing the child's self-esteem.
- Supporting individual behaviour plans.
- Encouraging co-operative and effective interactions.
- Dealing with conflict or challenging behaviour.
- Having a knowledge of all roles and responsibilities related to the care and support of children.
- Preparation of learning materials and resources, adapting the environment when necessary, and using moving and handling equipment if required.
- Undertaking planned supervision of children's learning activities including those not in a classroom setting.
- Having knowledge of and being able to use specialist equipment as necessary.
- Supporting the maintenance of child safety and security.
- Supporting sensory impaired children.
- Respond to signs of health problems e.g. asthma attacks, epilepsy
- Using intervention strategies appropriately, manage conflict the de-escalation techniques, positive handling and recovery strategies.

- Attend to children's personal needs ensuring dignity at all times.
- Attending SEN training sessions to develop knowledge and skills in working with children who have learning difficulties.

#### **Support the teacher by:**

- Monitoring the children's needs and reporting these to their teacher as appropriate.
- Keep records of the child's development as are required by the school.
- Supporting the implementation of strategies to manage children's behaviour.
- Helping and supporting within the team through good working relationships.
- Attending Team Teach training sessions to develop skills in dealing with challenging behaviours.

#### **Support the academy by:**

- Being aware of the academy's policies and procedures.
- Being aware of confidential issues linked to home/child/teacher/school/work and to keep confidences as appropriate.
- Any other curriculum duties which may reasonably be regarded as within the nature of the duties and responsibilities/grade of the post as defined, subject to the proviso that normally any changes of a permanent nature shall be incorporated into the job description in specific terms, following consultation with the Recognised Trade Unions.

#### **Support colleagues/team working by:**

- Responding promptly to protect self and others from risks during episodes of challenging behaviour.
- Supporting colleagues by having knowledge of what to do when called to assist.
- Interacting with all the staff and children across the academy.

#### **General:**

This job description is a representative document. Other reasonably similar duties may be allocated from time to time commensurate with the general character of the post and its grading.

Individuals must be aware and comply with policies, procedures and practices relating to the safeguarding of children, security, confidentiality and data protection.

All staff are responsible for the implementation of the Health and Safety Policy as far as it affects them, colleagues and others who may be affected by their work.

The Academy has approved a policy on Equal Opportunities in Employment and copies are freely available to all employees.

## Additional

- We all have a responsibility for providing and safeguarding the welfare of children and young people we are responsible for or come into contact with.
- Collectively, we share and co-develop best practice for the benefit of all our academies.
- We promote the employment of people with disabilities and will make adjustments considered reasonable to the above duties.
- You will have the opportunity to access the very best professional development and therefore may be required to attend, from time to time, training courses, conferences, seminars or other meetings.
- This job description is not an exhaustive list of duties and the post holder will be required to undertake any other reasonable duties discussed and directed by the line manager.
- We empower our colleagues to enable our students and pupils to meet the highest possible standards, and we recognise that all our staff have a role in improving student outcomes.
- The contents and allocation of particular responsibilities and duties may be amended after consultation from time to time as part of a broader structural review.
- We have an established framework of core principles and practice to which all our academies subscribe, which are developed and agreed on in collaboration.
- It is a condition of your employment you are expected to adhere to our policies, procedures and guidelines.

## Person specification

The following qualities are all deemed fundamental to the requirements of the post. The Trust will, therefore, be seeking evidence of these in the selection process, which will include the application, interview(s) and references.

The Trust is seeking to appoint highly skilled, dynamic, flexible and committed staff with the potential to help us realise our vision and strategic objectives. The appointing panel will, therefore, require sufficient evidence of ability and achievement in each of the following areas in order to make an appointment.

Category	Essential	Desirable	Evidence
Qualifications			
NVQ 3 for Teaching Assistant qualification or equivalent work experience	✓		Application form
HLTA qualification		✓	
Good numerical and literacy skills to GCSE standard or equivalent	✓		
Experience, Knowledge and understanding			
Working with or caring for children of a relevant age	✓		Application form
An understanding of specific learning difficulties and or physical impairments.	✓		
Ability to work successfully with pupils who have special educational needs, including those who have behaviour support needs	✓		Interview
Training in the relevant learning strategies e.g. literacy		✓	Portfolio of work
Commitment to the safeguarding and welfare of all students and providing equality of opportunity	✓		References
Skills and attributes			
Work constructively as part of a team, understanding classroom roles and responsibilities and own position within these	✓		Application
Ability to relate well to children and adults	✓		
Display commitment to protection and safeguarding of children and young people	✓		Portfolio of work
Respectful and fair	✓		
Shows commitment to a supportive, coaching culture	✓		References
Commitment to ongoing personal and professional development	✓		
Core			
The post holder will be subject to an enhanced Disclosure & Barring Service check	✓		Pre-employment checks
Prior to confirming an appointment to the Trust, individuals are asked to complete a medical questionnaire in order that the Trusts Occupational Health provider can ascertain their medical fitness for the post	✓		