**TEACHING ASSISTANTS LEVEL 1**

### Band 3 point 6-11 £23,893 - £25,979 pro rata 33.5 hours Term Time Only

**(39 weeks per year)**

**Job Description**

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| **Support for Students** |
| * To supervise and support students ensuring their safety and access to learning. * To attend to students’ personal needs, and implement related personal programmes, including social, behavioural, health, and physical care. * To support students with their hygiene, first aid and welfare. * To establish good relationships with students, acting as a role model and being aware of, and responding appropriately to individual needs. * Promote the inclusion and acceptance of all students. * Encourage students to interact with others and engage in activities led by the teacher. * Encourage students to act independently as appropriate. |
| **Support for Teachers** |
| * Prepare classroom, as directed, for lessons and clear afterwards and assist with the display of students work. * Be aware of student progress and achievements and report to the teacher as agreed. * Undertake student record keeping as requested. * Support the teacher in managing student behaviour, reporting difficulties as appropriate. * Gather/report information from/to parents/carers as directed. * Provide clerical/administrative support e.g. photocopying, typing, filing, collecting money etc. |
| **Support for the Curriculum** |
| * To support students to work towards their IEP targets. * To support students to understand instructions. * To support students in respect of local and national learning strategies * Support students in using basic ICT as directed. * Prepare and maintain equipment/resources as directed by the teacher and assist students in their use. |
| **Support for the School** |
| * Be aware of and support difference and ensure all students have equal access to opportunities to learn and develop. * Contribute to the overall ethos/work/aims of the school. * Appreciate and support the role of other professionals. * Attend relevant meetings as required. * Participate in training and other learning activities and performance development as required. * Assist with the supervision of students out of lesson times, including before and after school and at lunchtimes. * Accompany teaching staff and students on visits, trips and out of school activities as required. * To attend training as directed by the senior leadership of the school. |
| **Safeguarding** |
| * To ensure the safety and wellbeing of Brentwood students at all times. * To always comply with Brentwood’s safeguarding policy * To be aware of and comply with policies and procedures relating to health, safety and security, confidentiality and data protection, reporting all concerns to an appropriate person. |
| **Specific SEN Role** |
| Teaching Assistants paid on the SEN Pay bands can also be asked to undertake any or all of the following:   * Dealing with complex behaviour/emotional needs * Dealing with complex physical, health care and personal needs, including moving and handling and competence training for carrying out medical procedures for individual children * Support complex sensory needs * Attend appropriate in service training as required to address the complex needs of the students * Communicate with parents/carers and other professionals around complex issues/needs * Be aware that the job may sometimes require TAs to work in difficult and challenging conditions |

**Closing Date: Wednesday 16th October 2024 at 12:00 noon**

**Person Specification**

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| **Qualifications:** | **Desirable** | **Essential** |
| Willingness to take part in relevant TA training courses |  | / |
| Teaching Assistant Qualification or equivalent | / |  |
| Relevant Experience | / |  |

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| **Specialised Training** | **Desirable** | **Essential** |
| Training in the relevant strategies e.g. Team Teach, Basic Hygiene, Sign Language, Feeding Programmes, Literacy Strategies | / |  |
| Willingness to undertake any of the above training |  | / |

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| **Key Skills** |  |  |
| Understanding of the specific needs of students with SLD, PMLD and Autism. | / |  |
| Ability to relate well to children and adults |  | / |
| Good Numeracy and Literacy Skills |  | / |
| Effective use of ICT to support learning | / |  |
| Ability to self-evaluate learning needs and actively seek learning opportunities |  | / |
| Ability to maintain confidentiality and discretion at all times |  | / |
| Positive attitude to overcoming problems |  | / |
| Commitment to the highest possible standards for students with learning difficulties |  | / |
| Willingness to continually work to improve standards |  | / |
| Ability to work constructively as part of a team, understanding classroom roles and responsibilities and your own position within these |  | / |

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| **Key Knowledge** |  |  |
| Understanding of safeguarding procedures |  | / |
| Basic understanding of relevant polices/codes of practice and awareness of relevant legislation | / |  |
| Basic understanding of national/foundation stage curriculum and other basic learning programmes/strategies | / |  |
| Basic understanding and commitment to high standards of hygiene and infection control |  | / |
| Basic understanding of child development and learning |  | / |
| Positive approach and understanding of issues related to disability and learning difficulties |  | / |