Making a Difference
Phoenix Park Academy

WELLSPRING
ACADEMY TRUST

Sevenhills
ACADEMY

JOB DESCRIPTION

POST TITLE: TEACHING ASSISTANT (Level Three)

GRADE/SPINAL COLUMN POINT: 6

REPORTS TO: Executive Principal / Head of Centre

1. PURPOSE OF JOB:

Teaching Assistants are appointed to work with pupils over the whole age range as part of a team under the general direction of the line manager and the general supervision of a classroom teacher/senior staff.

To support pupils, including those with SEN, with their learning; to work with other staff to further pupils' independence and to enable them to access specific areas of the curriculum. The postholder will also organise and undertake other related duties to support learning, personal and social development.

2. MAIN RESPONSIBILITIES

- Develop an in depth understanding of the specific needs of individual and groups of pupil(s)

- Guide, support and empower pupils to develop and work towards individual personal care objectives and enhance personal, emotional and social development.

- Assess, plan, organise and provide practical assistance in relation to identified physical needs e.g. transportation, dressing, meal times, and organisation of learning equipment to support personal, health, social and emotional development (PHSE) to promote independence.

- Observes individuals and groups of pupils' personal, social and learning achievements. Maintains appropriate records, monitor progression and attainment and provides reports and information to inform and support the assessment process.

- Organise, maintain and prepare basic equipment and materials, clothing etc.

- Plans, organises and undertakes routine learning activities with either individuals or groups of pupils to facilitate their physical, emotional, social and educational development.

- Monitor pupil's and young people's conduct and behaviour throughout the learning process and intervene to resolve complex, difficult or challenging issues using appropriate techniques, skills strategies and routine sanctions to de-escalate potential very difficult situations or resolve conflict with individual and groups of pupils and establish, maintain or restore a safe and calm atmosphere conducive to learning and ensure the safety and wellbeing of pupils, staff and visitors.

- Advises and assists all pupils in the proper use of complex personal and learning aides and equipment and to ensure that they are available.

- Providing guidance, assistance, information and support to engage all pupils in learning activities to enable informed choices about educational and life opportunities.

- Carrying out routine administrative tasks i.e. photocopying, basic record keeping, and basic IT skills.

- Evaluates individual pupil contribution and provide feedback to the teacher and other colleagues suggesting alternative methods of differentiation that respond to identified needs.

- Preparing and clearing up classroom materials and learning areas ensuring that they are available for use.

- Presents displays in the allocated learning environment to enhance the learning experience and celebrate the achievements of pupils and provide information.

- Organise and participate in the supervision of individual and groups of pupils in dining, playground and circulation areas throughout the day. Ensure that pupils are engaged in appropriate activity and intervene to maintain behaviour standards and ensure wellbeing, safety and welfare.

- Participates in the organisation of and supports educational visits and outings to enhance the pupils learning experience.

- Attends training courses to respond to identified needs, support the school and contribute to ongoing professional development.

- Attends daily staff briefings to maintain an awareness and understanding of current issues within the school and to provide and receive information, contribute to and inform discussion.

- Provides pastoral care for pupils who are sick.

- Assisting educational and therapeutic professionals in delivering specialist support programmes to support pupils' needs.

3. SUPERVISION/MANAGEMENT OF PEOPLE

No direct supervisory responsibility other than familiarisation of procedures to colleagues.

Provides information, advice, support and guidance to colleagues.

4. CREATIVITY AND INNOVATION

Learning is an environment where new situations will arise every day. The postholder must seek to develop positive relationships with pupils.

Contributes to the planning and development and interpretation of individual personal care programmes to best support the pupil.

Stimulating and creative presentation of displays.

Determine and implement routine options and alternatives of differentiation that respond to identified needs.

Works with individuals and small groups of pupils to identify choices and options to inform goals and targets that the individual and school can work towards.

Guidance if necessary is available from senior colleagues, school policies and procedures, Individual education plans (I.E.P's) and lesson plans etc.

5. CONTACTS AND RELATIONSHIPS

Teachers – to work with the teacher in the planning, preparation and delivery of a broad and balanced curriculum relevant to each pupil's individual needs.

Contribute to monitoring and reporting pupils' progress and supporting learning activities.

Pupils – to support, assist and enable them to access the curriculum and develop social and independence skills to their fullest ability. Deliver allocated specific learning activities

Other staff – to work as part of a team with all pupil related staff to keep them informed of areas of concern and pupils needs, particularly when handing over at the end of a session or day.

Parents – to exchange personal information concerning individual pupils and provide routine guidance and advice related to pupil(s) learning.

6. DECISION

Discretion - The degree of discretion for the postholder is constrained by relevant school policies, procedures, best practice and professional guidance**.** The postholder will determine decisions from a range of known options.

The postholder may be consulted to contribute towards developing new policies and procedures.

Any areas of concern related to child protection issues must be immediately reported to a responsible person.

Consequences - The postholder works under the direction or supervision of a teacher/line manager. Any decisions will have a measurable effect for the pupil and on the education provision within the school.

Constructive and effective support of the pupil can enhance the pupils' physical and academic development.

7. RESOURCES

Responsible for organising allocated hygiene materials, teaching materials and equipment.

8. WORK ENVIRONMENT

Work Demands

The postholder will normally work within an agreed routine which may vary dependent upon the needs/behaviour of pupils.

Physical Demands

Physical effort which may be required in assisting pupils with daily routines, e.g. mobility, transfer, personal needs, lifting and handling of basic equipment, setting out classrooms and learning environments.

Working Conditions

The post holder will work within the School environment with some periods of outdoor activity when supervising pupil(s) activities

Work Context

The post is predominantly classroom based and some risk is posed to the personal safety of the postholder. There will be some lifting of pupils or equipment. In some instances there may be a risk of infection from exposure to pupils' bodily fluids.

9. KNOWLEDGE AND SKILLS

- Good standard of education particularly literacy and numeracy skills.
- Routine administrative and ICT skills including timely record keeping.
- A good understanding of the education process, and a working knowledge of the relevant aspects of national curriculum and an awareness of current government initiatives.
- An ability to support, deliver and differentiate the relevant aspects of the curriculum to individuals and small groups of pupils.
- Awareness of the regulatory framework relevant to schools and pupils.
- Good communication, motivation and interpersonal skills.
- Ability to establish and maintain positive relationships with pupils.
- Caring skills in terms of pupils physical and emotional needs
- Ability to support individuals or small groups of pupils in a range of areas of the curriculum.
- Detailed knowledge of school policies and procedures in relation to all areas of school life.
- Team worker – able to work positively and provide guidance and support to others as part of the team
- Ability to remain calm in challenging situations.

10. GENERAL

Other Duties - The duties and responsibilities in this job description are not restrictive and the postholder may be required to undertake any other duties which may be required from time to time. Any such duties should not however substantially change the general character of the post.

Safeguarding- Safeguarding encompasses the duties of child protection and promoting the rights and welfare of children. As such it is everyone's responsibility to safeguard children in line with Keeping Children Safe in Education and provide a safe environment in which children can learn.

Standard Duties in all Trust Job Description

- Show a commitment to diversity, equal opportunities and anti-discriminatory practices
- Show a commitment to ensuring that children and young people learn in a safe environment
- Participate in relevant and appropriate training and development as required.

Method of Working

The Wellspring Academy Trust expects all staff to work effectively and co-operatively as part of a team, delivering high quality support. This requires dealing with people politely and tactfully, and in accordance with Trust guidelines, policies and procedures. Wellspring Team members are expected to respect confidentiality and safeguarding practices at all times.

Public Relations

Considerable importance is attached to the public relations aspect of our work. Members of the Team must project a positive image of the Trust at all times and through all activity.

DBS Certificate

The Wellspring Academy Trust takes its duty to safeguard the young people with which it works seriously.

All Wellspring Team Members are required to undertake an Enhanced Disclosure and Barring Service (DBS) check.