

Job description

Job Title: Teaching Assistant

Salary Scale: Lighthouse Scale 3-6

Gross Salary: FTE £21,024 to £21,968. £18,060.42-£18,871.11 (Actual pro rata salary for 39 weeks)

Hours of work: 37 hours per week; 8.30am to 4.30pm Monday to Thursday 8.30am to 4pm Friday (with a 30-minute unpaid lunch break each day)

Term time plus 1 additional week - a total of 39 weeks per annum

There is a requirement to work up to 10 additional days per year to staff holiday clubs and these should be claimed as additional hours as and when worked.

Accountable to: Principal

Reports to: Line Manager

Job Purpose

- Assist with the planning and preparation of activities under the direction of teaching (lead) staff
- Contribute to the development and implementation of specific, individualised interventions to support progress in learning that enables students to access their next steps
- Assist with the supervision of students, modelling good practice at all times (during lessons, activities, break and lunch time as directed by timetable or rota)
- Take responsibility for promoting and safeguarding the welfare of children and young people within the school as per statutory responsibility under KCSIE¹ and GSWP²
- As a Key Worker for specified students, provide a link between home and school, collate information for EHCP³ reviews and advocate on behalf of these students

Main Duties

Principal Responsibilities

- Under the direction of the teaching (lead) staff, assist in the development and delivery of individual interventions for students, both within and outside of group teaching, ensuring that all students are able to access their education effectively
- Alongside key staff (e.g. Key Stage Coordinators, teaching (lead) staff, Wellbeing Team, Speech and Language Therapists), understand the students' academic, SaLT and emotional literacy levels, highlight areas of need and track and monitor effectiveness of interventions
- Work with individual, pairs or small groups of students, as directed by teaching (lead) staff, enabling students to access learning at their own level, and providing feedback to the teaching (lead) staff on the progress of the students in the tasks

¹ Keeping Children Safe in Education (<https://www.gov.uk/government/publications/keeping-children-safe-in-education--2>)

² Guidance for Safer Working Practice in Schools (<https://www.saferrecruitmentconsortium.org/>)

³ Educational Health Care Plan

- Modify tasks for students during the lesson, as required, to enable students to access learning at their own level, providing feedback on modifications and support for future planning to the teaching (lead) staff
- Assist with the collation and maintenance of assessment records and data recording for students in all areas of the curriculum
- Provide support to the teaching team on the creation of teaching resources for lessons, including maintaining effective levels of resources within the classroom
- Assist with the presentation and display of students' work, including liaising with parents/carers where appropriate
- Provide safe and effective supervision for students at all times across the school site, on school related educational visits, and where required, extra-curricular activities, following school policies and procedures
- Assist with personal care for students as required, e.g. toileting, feeding and medication etc.
- Form effective, safe relationships with students, including areas of interest, and record student voice, raising concerns where appropriate
- Collate information from staff (including careers staff) on key students' outcomes and liaise with parents/carers and other school staff within the school's EHCP review cycle (including external professionals under the direction of Key Stage Coordinators)
- Ensure key students' Pupil Passports are maintained and updated, including recording 'Wow' moments

Behaviour and Safety

- Contribute to a safe, purposeful and stimulating environment for students, including supervising students as required at all times during the school day, and during extra-curricular activities when required
- Consistently encourage appropriate behaviour in line with the school's Behaviour Policy
- Ensure that all activities are undertaken within the framework of the school's risk assessments and policies (e.g. Safeguarding, Personal Care and Positive Handling, as well as Staff Code of Conduct)

Team Working and Collaboration

- Establish, encourage and maintain good relationships with all stakeholders (parents/carers, colleagues, partner organisations), consistently demonstrating the values of the Lighthouse School
- Work collaboratively as part of a team and provide help and support to other team members and ensure the aims of the school are met
- Participate in meetings as appropriate
- Support the effective running of the school by ensuring policies and procedures are understood and followed by self, colleagues, visitors and students

Professional development

- Regularly reflect on your own effectiveness in the roles as part of the appraisal process, and use feedback to refine your approaches where necessary
- Improve personal practice through participating in training and development opportunities identified by the school, and reflect on their effectiveness

- Participate in scheduled supervision and line management meetings

Safeguarding Children and vulnerable adults

- Lighthouse School has a statutory and moral duty to ensure that the school functions with a view to safeguarding and promoting the welfare of children and young people studying at the school. The post-holder will be required to commit to the school's Safeguarding Policy and promote a safe environment for children and young people learning within the school.
- All posts are subject to an enhanced Disclosure and Barring Service (DBS) check. Having a criminal record will not necessarily bar an individual from undertaking the role, however, this will depend on the nature of the position and the circumstances and background of any offences.
- Promoting and safeguarding the welfare of children and young people within the school, raising any concerns following school protocol/procedures.

Equality and diversity

- Promote equality and diversity by abiding by the Equality and Diversity Policy of the school

Health and safety

- It is the responsibility of all employees to co-operate with the school's Health and Safety Policy to provide a healthy and safe place to work

The above responsibilities are not an exhaustive list and the post-holder will be required to undertake any other appropriate responsibilities and duties that may arise from time to time.

Any changes to this document will be made in consultation with the post-holder.

Name of post-holder _____

Signature of post-holder _____ Dated:

Person Specification

| | Essential | Desirable |
|-----------------------|--|---|
| Qualifications | GCSE maths and English A to C or equivalent | Degree at 2:2 or above Team Teach qualification |
| Experience | Experience of working with young people in a supportive context | Experience of working with ASC students Experience of working with SEN students Experience of working in schools Experience of leading small group interventions |
| Knowledge | A commitment to safeguarding, health and safety, data protection and equal opportunities Ability to use IT systems including office, email and internet | Ability to demonstrate a good understanding of autism Knowledge of education systems |
| Skills | Ability to communicate effectively with students, staff, parents/carers and other stakeholders Ability to stay calm in crisis situations Physical ability to Team Teach (training will be given) | Ability to communicate using a variety of different methods Ability to modify information for a different audience |
| Attitude | Willingness to undertake personal care as required Able to show a high level of resilience when working with students with ASC and behaviours that challenge Ability to undertake the duties of the post with reasonable adjustments as required under the Equality Act 2010 | Ability to work flexibly to meet the needs of the students and the aims of the school |

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| Closing date for applications | |
| Contact details | HR@lighthouseschool.co.uk 0113 4570605 |
| Appointment date | |