



North Bromsgrove High School
nbhs@northbromsgrove.worcs.sch.uk

JOB DESCRIPTION

Job Title: Teaching Assistant

Accountable to: SEND Lead

Main purpose of the role:

To support the classroom teacher with their responsibility for the development and education of children, including those with special physical, emotional and educational needs, by utilising detailed knowledge and specialist skills.

Responsibilities:

- To supervise the activities of individuals or groups of children to ensure their safety and facilitate their physical and emotional development.
- To use specialist skills to undertake those activities necessary to meet the physical and emotional needs of students.
- To use specialist skills to foster the intellectual and social development of students.
- To undertake necessary activities to meet the physical and emotional needs of individuals and groups of children, including students with educational, physical, or emotional special needs.
- Undertake necessary activities to foster the intellectual and social development of children.
- To assist the teacher in the delivery of educational and developmental work programmes.
- To monitor and report individual student's progress, achievements, problems and developmental needs to the classroom teacher/designated supervisor as appropriate.
- To assist the classroom teacher in the planning of work programmes for individual and groups of children.
- To be a point of contact for parents/carers (in addition to tutors), being responsible for and dealing with issues when appropriate and referring to other staff for action.
- To ensure contact is made with parents/carers termly for those students in your caseload.
- To produce appropriate records of intervention as/when required.
- To arrange for work to be set and collated for student absence.
- To speak to parents/visitors relating to student support.

Professional Standards and Development:

- To respect the confidential nature of information in relation to the school and students.
- 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.
- To ensure all tasks are carried out with due regard to Health and Safety
- To adhere to the ethos of the school:
 - To promote the agreed vision and aims of the school



- To set an example of personal integrity and professionalism
- Attendance at appropriate staff meetings and parents' evenings.
- To participate in INSET where appropriate and staff training on matters related to SEND needs or matters appropriate re-school.
- Be a role model to students through personal presentation and professional conduct
- Cover for absent colleagues as is reasonable, fair and equitable
- Be familiar with the School and Department handbooks and support all the School's policies, e.g. those on Health and Safety, Attendance and Safeguarding.
- Establish effective working relationships with professional colleagues and associate staff.

PERSON SPECIFICATION

Training Qualifications And Experience	
Essential	Desirable
<p>English/Literacy and Mathematics/Numeracy to at least Level 2 of National Qualification framework.</p> <p>Awareness of school curriculum, age related expectations of learners, teaching methods and testing/assessment arrangements.</p> <p>Working and supporting learners in an educational environment.</p> <p>Knowledge of the key factors affecting the way young people learn.</p>	<p>Experience as a teaching assistant.</p> <p>Experience of effective delivery of specific areas of the curriculum to individuals and in small groups.</p> <p>A knowledge and understanding of learners needs in a specialist area.</p>
Professional Knowledge And Understanding	
Essential	Desirable
<p>Commitment to regular and on-going professional development and training to establish outstanding classroom practice.</p> <p>Excellent communication skills, both verbal and written.</p> <p>Understanding of relevant policies, work independently, motivate and inspire with a creative approach to problem solving.</p>	<p>Experience of working in a school environment.</p> <p>Experience of supporting learners with specific needs.</p>
Abilities And Skills	
Essential	Desirable
<p>Teamwork – proven experience of effective team and independent working.</p> <p>Emotional resilience in working with challenging behaviours and attitudes.</p> <p>Understanding of extrinsic and intrinsic motivators and how they can be used to engage children, young people and families</p>	<p>Use of ICT to advance both own and students learning.</p> <p>Willingness to work flexibly if required.</p> <p>Evidence of using own initiative to identify and plan appropriate interventions</p>

<p>Understanding barriers of learning and a commitment to enabling young people to access education.</p> <p>Ability to work within and apply all school policies e.g. behaviour management, safeguarding, health and safety, equal opportunities.</p>	<p>Ability to implement early help strategies to prevent the need for escalation</p> <p>Ability to monitor the students' response to intervention and where appropriate, modify or adapt the activities to achieve the intended outcomes</p>
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Personal Qualities

Essential	Desirable
<p>Ability to form and maintain appropriate relationships and personal boundaries.</p> <p>Motivation to work with children.</p> <p>A commitment to improving student outcomes</p> <p>A commitment to improving student outcomes</p> <p>Willingness to participate in further training and developmental opportunities offered by the school and external providers, to further own knowledge</p> <p>Self- motivated and seizes the initiative</p> <p>Clear vision and moral purpose</p> <p>A commitment to own professional development and that of the whole staff</p> <p>A positive and resilient individual with drive, integrity, and a cheerful disposition</p> <p>Ambitious and diligent professional who can motivate and inspire others</p> <p>Approachable, able to listen and reflect on the needs of the stakeholders</p> <p>Ability to actively 'live out' our school CARE values and ethos</p> <p>Commitment to safeguarding and promoting the welfare of children and young people</p> <p>The post holder will require an enhanced DBS</p>	<p>Desire for further career progression</p>