The Roseland Multi-Academy Trust
JOB DESCRIPTION

Job Title:	Teaching Assistant
Grade:	Grade D Salary paid for 44.6 weeks per year
Employment:	16 hours per week, term time (38 weeks) plus 5 additional days School holidays will be classed as leave. Payment for leave has been included in the calculation of the annual salary, therefore, no leave should be taken during school term time unless specific prior approval has been obtained from the Chief Executive Officer
Responsible to:	SENDCO/Headteacher/Leadership Team/CEO
Supervisory Responsibility:	None
Important Functional Relationships:	Chief Executive Officer, Leadership Team, SENDCo, Safeguarding Team, Learning Leaders,staff, students, Trustees & Governors, Trust partners, other schools and colleges, external agencies, parents/carers, visitors to the school.

Main Purpose of Job

To work with the Special Educational Needs Coordinator (SENDCo) and SEN team to undertake a proactive role in the support of the educational, social and physical needs of students across the school. This role is to support teaching and learning and the provision of a high level of assistance in the practical organisation of class activities, undertaking group work and ensuring the welfare and development of students. The post-holder will encourage positive family support and involvement to enable students with additional needs to thrive at Falmouth School.

Main Duties and Responsibilities

1. To display a commitment to the protection and safeguarding of children and young people with an awareness of current national legislation for safeguarding.
2. To attend whole staff meetings and pastoral meetings when required to remain fully aware of the teaching and learning programmes and behaviour management strategies relevant to the school, and to make positive contributions to their development.
3. To develop 1:1 working relationships with students, along with developing and delivering group work to identify students as needing support.
4. To assess the success of the support and group work to ensure effective outcomes. 5. Help SEND children in our school to achieve high attendance rates, to give them the best chance of success. 6. To be aware of students who are on the SEND register, to link closely with the SENDCo in enabling SEND students to flourish.
5. To support students with a range of needs including medical and physical needs.
6. On a 1-to-1 basis to support students with medical needs, to provide first aid and to assist a student with physical disabilities with personal care requirements, including toileting/changing and mobility around the school.
7. To maintain appropriate records and promote transfer of information for students. 10. To maintain high standards of confidentiality.
8. To participate in training in order to keep up-to-date with possible sources of support and strategies for working with young people.
9. To act as the point of contact for access to services and programmes for their supported students. 13. To encourage students to engage extra-curricular motivational learning opportunities. 14. To follow the school's cultures and model professional standards at all times.
10. Effectively communicate (verbally and in writing) information at an appropriate level, and in a suitable style, having assessed the audience.

11. To attend meetings relevant to your role, as requested.
12. Be aware of, and adhere to, applicable rules, regulations, legislation, policies and procedures within the Trust including health and safety, safeguarding, equality and data protection.
13. Maintain confidentiality of information acquired in the course of undertaking duties for the school and Trust. 19. Be responsible for your own continuing self-development, undertaking training as appropriate. 20. To undertake other duties appropriate to the grading of the post as required.
14. You may be required to work at any other premises occupied by the employer or any of the employer's academies within mid-Cornwall as directed by the employer.

The Roseland Multi Academy Trust is committed to safeguarding and promoting the welfare of children, and expects all staff to share this commitment. Everyone who comes into contact with children and their families and carers has a role to play in safeguarding children. In order to fulfil this responsibility effectively, all professionals should make sure their approach is child-centred. This means that they should consider, at all times, what is in the best interests of the child.

Our Headteachers and Trustees act reasonably in making decisions about the suitability of the prospective employee based on checks and evidence, including Disclosure and Barring Service (DBS) checks, barred list checks and prohibition checks, together with references, online searches and interview information. The level of DBS certificate required, and whether a check for any prohibition, direction, sanction, or restriction is required, will depend on the role that is being offered and duties involved. As the majority of staff will be engaging in regulated activity, an enhanced DBS certificate which includes barred list information, will be required.

PERSON SPECIFICATION

KNOWLEDGE	● SEND awareness ● Behaviour Management awareness ● Knowledge and experience supporting literacy and numeracy ● Knowledge of safeguarding and child protection ● Knowledge of additional student needs ● Knowledge of inclusion
SKILLS	● Good literacy, numeracy and IT skills ● Personable, good communicator, both written and oral ● Collaborative team player ● Organised and comfortable managing competing demands and deadlines ● Ability to build relationships with students/parents/carers ● Effective behaviour management
QUALITIES	● Reliable and punctual ● Approachable, friendly and empathetic ● Attentive to the needs of children ● Patience, flexibility and the ability to remain calm under pressure ● Ability to inspire and work with others ● Hardworking and uses initiative ● Committed to safeguarding children and young people
EXPERIENCE	● Experience working with children ● Experience working with children/intimate care
QUALIFICATIONS	● Willingness to undertake role-specific training including first aid