**The Friary School**

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| **Job Description:** Teaching Assistant to include support around Physical Disabilities. | **Grade:** 5 | **Date:** September 2024 |
| **Hours of work:** 24 hours per week,  Monday to Friday to be worked between 8.30am – 4pm (specific hours will be discussed at interview.).  Fixed Term – End of July | | |
| **Responsible to:** | SENco – Deputy Headteacher | |
| **Based Upon Job No** | *N/A* | |

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| **Job Purpose**  To work, under the guidance of the Class Teacher and SENCo, to support learners who require particular help to overcome barriers to learning within the classroom and provide specific support in the care of pupil(s) and their physical needs. Work may be carried out in the classroom or outside the main teaching area. |
| Accountabilities (all of which are in conjunction with the strategic responsibility of the Senior Line Manager)  **Support to Pupil(s)**   * Provide support to the pupil(s) in a caring and respectful manner within the school environment. * Encourage pupil(s) to interact with others and engage in activities led by the teacher. * Participate in the assessment of the pupil(s) to help the teacher determine the child’s needs. * Provide feedback to the pupil(s), teacher and SENCo in relation to progress, achievement, behaviour, attendance, etc. * Use specialist knowledge/experience to provide appropriate support to the pupil(s) in relation to their individual needs (e.g. daily exercise programme/Speech and Language programme etc.) * Accompany teaching staff and pupil(s) on visits, trips and out of school activities as required.1 * Provide general support to the pupil(s) ensuring their safety, by complying with good H&S practice.   **Support for the Teacher**   * Monitor and evaluate pupil(s) responses and progress against action plans through observation and planned recording. * In conjunction with the teacher, implement and evaluate the Individual Education/Behaviour/Care Plans. * Under the direction of the teacher, provide objective and accurate feedback and reports as required regarding the child or children you are supporting. * Be responsible for keeping and updating records as agreed with the class teacher and SENCo and contribute to reviews of the child’s or children’s progress. * Maintain, prepare and clear away materials or equipment used during the class. * Establish a constructive relationship with the children's parents/carers, exchanging information honestly and sensitively, facilitating their support for their child’s attendance, access and learning and supporting home/school partnership.   **Support for Clinical Needs**   * Attend to pupil(s) physical needs by dealing with specifics relating to for example, mobility, toileting, catheterisation and administering medication and provide advice to assist in their social, health and hygiene development on a daily basis. * To over see and assist the child taking prescribed medication in accordance with both School and the relevant Health Authority Policies. * To instigate emergency contingency procedures when necessary.   **Support for the Curriculum**   * Implement agreed learning activities/teaching programmes under the direction of the teacher. * Be aware of and liaise with organisations and individuals who provide support for the pupil(s). * Support the pupil(s) access to learning using resources and strategies devised by the Class Teacher/SENCo/ Outside Agencies. * Support the use of ICT in learning activities and develop pupil(s) competence and independence in its use.   **Support to School (this list is not exhaustive and should reflect the ethos of the school)**   * Promote and safeguard the welfare of children and young persons you are responsible for or come into contact with. * Be aware of and comply with policies and procedures relating to child protection, health, safety and security, confidentiality and data protection, reporting all concerns to an appropriate person. * Be aware of and support difference and ensure the pupil(s) in your care has equal access to opportunities to learn and develop. * Liaise effectively with teachers and parents and other professional staff as part of the routine consultative process. * Contribute to the overall ethos/work/aims of the school. * Attend relevant meetings as required. * Participate in training and other learning activities and performance development as required * Recognise own strengths and areas of expertise and use these to advise and support others. |
| **Professional Accountabilities**  (This list is not exhaustive and should reflect the ethos of the school)  The post holder is required to be aware of and comply with policies and procedures relating to child protection, health, safety and security, confidentiality and data protection, reporting all concerns to an appropriate person. In addition, they are to contribute to the achievement of the school’s objectives through:  **Safeguarding**   * Promote and safeguard the welfare of children and young persons you are responsible for or come into contact with.   **Financial Management**   * Personally accountable for delivering services efficiently, efficiently within budget and to implement any approved savings and investment allocated to the service area.   **People Management**   * To comply and engage with people management policies and processes * Contribute to the overall ethos/work/aims of the school. * Establish constructive relationships and communicate with other agencies/professionals. * Attend and participate in regular meetings. * Participate in training and other learning activities and performance development as required. * Recognise own strengths, areas of expertise and use these to advise and support others.   **Equalities**   * Ensure that all work is completed with a commitment to equality and anti-discriminatory practice, as a minimum to standards required by legislation.   **Health and Safety**   * Ensure a work environment that protects people’s health and safety and that promotes welfare and which is in accordance with the Academy’s Health and Safety policy.   ***Note 1:***  The content of this job description will be reviewed with the post holder on an annual basis in line with the Academy’s performance and development review policy. Any significant change in level of accountability that could result in a change to the grade must be discussed with the post holder and the relevant trade union before submitting for re-evaluation. |

**Teaching Assistant – Physical Disabilities**

**Person Specification**

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| **Attributes** | **Essential** | **Desirable** | **Evidence** |
| **Education & Qualifications** | * Good numeracy/literacy skills. | * NVQ 2 for Teaching Assistant (or recognised equivalent qualification). * Training in the relevant strategies e.g. literacy and/or in particular curriculum or learning area such as bilingual, sign language, dyslexia, ICT, CACHE, etc. * Training in specialist and emergency care according to the needs of the child or children and their disability. * Training in hygiene and infection control. * Health and Safety Training in moving and handling | Application  Interview |
| **Knowledge & Skills** | * Previous experience of working to support children’s learning, gained in a relevant environment such as health, social care or education. * Good understanding of areas of learning, e.g. literacy, numeracy, science, SEN, Early Years. * Ability to self-evaluate learning needs and actively seek learning opportunities. * Effective use of ICT to support learning. * Excellent interpersonal skills to be able to relate well to a wide range of people. * Work constructively as part of a team whilst being able to demonstrate initiative. * Good communication skills. | * Full working knowledge of relevant policies/codes of practice of the School. * Knowledge and understanding of Every Child Matters and how to implement the outcomes. * Understanding of principles of child development and learning processes and in particular, barriers to learning. | Application  Interview  References |
| **Qualities** | * Customer focused. * Has a friendly yet professional and respectful approach which demonstrates support and shows mutual respect. * Open, honest and an active listener. * Takes responsibility and accountability. * Committed to the needs of the pupil(s)s, parents and other stakeholders and challenge barriers and blocks to providing an effective service. * Demonstrates a “can do” attitude including suggesting solutions, participating, trusting and encouraging others and achieving expectations. * Is committed to the provision and improvement of quality service provision. * Is adaptable to change/embraces and welcomes change. * Acts with pace and urgency being energetic, enthusiastic and decisive. * Communicates effectively. * Has the ability to learn from experiences and challenges. * Is committed to the continuous development of self and others by keeping up to date and sharing knowledge, encouraging new ideas, seeking new opportunities and challenges, open to ideas and developing new skills. |  | Application  Interview  References |
| **Circumstances & Health** | * Good record of attendance and punctuality * Ability to manage work-life balance |  | Application  References |
| **Safeguarding Children** | * Good communication skills. * Ability to work constructively as part of a team. * Ability to relate well to children and to adults. * Have flexible approach to work. * Demonstrate the understanding and ability to maintain a safe and hygienic working environment. * Maintenance of a clean and hygienic appearance |  | References  Interview |

*The Trust is committed to safeguarding and promoting the welfare of children and young people and expects all staff and volunteers to share this commitment. This post is subject to a ‘disclosure’ check under the Rehabilitation of Offenders Rehabilitation of Offenders Act 1974. Further details regarding this check are available from schools or by visiting www.gov.uk/government/organisations/disclosure-and-barring-service*