



— THE —
ELMGREEN
— SCHOOL —



DUNRAVEN EDUCATIONAL TRUST

Teaching Assistant

Social, Emotional and Mental Health (SEMH) Resource Base

Responsible to: Resource base lead and SENCo
Pay scale: NJC Scale 4 7-10
Work pattern: 35 hours per week - Term Time only
Location of post: The Elmgreen School

JOB DESCRIPTION

Overall Responsibility

To work under the instruction and guidance of teaching and senior staff to undertake work, care and support programmes, to enable access to learning for students and Social, Emotional and Mental Health issues. To assist teachers and SEMH Resource Base Lead in the management of students working either in the classroom or with smaller groups of students or one to one.

Main Responsibilities and Duties

Support for Students

- Supervise and provide particular support for students identified on the Special Educational Needs Register, ensuring their access to learning activities
- Assist with the development and implementation of Behaviour Plans and/or Pastoral Support Plans
- Establish constructive relationships with students and interact with them according to individual needs
- Promote the inclusion and acceptance of all students
- Encourage students to interact with others and engage in activities led by the teacher
- Set challenging and demanding expectations and promote self-esteem and independence
- Provide feedback to students in relation to progress and achievement under guidance of the teacher
- Support students where necessary in unstructured times such as break and lunch time
- To participate in providing extracurricular activities

- To work with external agencies in supporting students with SEMH
- To provide 1:1 or group sessions for students with SEMH according to their learning and needs.

Support for Teachers

- Create and maintain a purposeful, orderly and supportive environment, in accordance with lessons and interventions
- Use strategies, in liaison with the teacher, to support students to achieve learning goals
- Assist with the planning of learning activities
- Monitor students' responses to learning activities and accurately record achievement/progress as directed
- Provide detailed and regular feedback to teachers and the Resource Base Lead on student's achievement, progress, problems etc.
- Promote good student behaviour, dealing promptly with conflict and incidents and encourage students to take responsibility for their own behaviour
- Establish constructive relationships with parents/carers.

Support for the Curriculum

- Undertake structured and agreed learning activities/teaching programmes, adjusting activities according to students needs
- Undertake programmes linked to local and national learning strategies, recording achievement and progress
- Prepare, maintain and use equipment/resources required to meet the lesson plans/relevant learning activity and assist students in their use
- Working with the subject specialist producing differentiated learning materials matched to the needs of the students on the SEN register
- Deliver interventions and/or 1:1 sessions as timetabled by the Resource Base Lead.

Support for the School

- 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 all students have equal access to opportunities to learn and develop
- Contribute to the overall ethos, work and aims of the school
- Appreciate and support the role of other professionals
- Attend and participate in relevant meetings as required
- Participate in training and other learning activities and performance development as required

- Assist with the supervision of students out of lesson times, including before and after school and break and lunchtime
- Accompany teaching staff and students on visits and out of school activities as required and take responsibility for a group under the supervision of teaching staff.

General

- To unequivocally support and promote the values and ethos of The Elmgreen School
- To have due regard for safeguarding and promoting the welfare of children and young people and to follow all associated child protection and safeguarding policies as adopted by the school and Local Authority
- To implement the school's Equal Opportunities Policy and work actively to overcome discrimination on the grounds of race, gender, disability, sexuality or status
- To take responsibility, appropriate to the post, for tackling racism and promoting good race, ethnic and community relations
- To be aware of the responsibilities under Data Protection Legislation for the security, accuracy and significance of the personal data held in the schools systems
- To undertake such duties as required to meet the needs of the school.

PERSON SPECIFICATION

You should seek to demonstrate how you meet the selection criteria in the information you provide on your application form and in your supporting statement.

Qualifications & Knowledge

Essential

- GCSE math and English at minimum grade C or 4
- Training in the relevant learning strategies e.g. literacy and numeracy
- Experience of working with young people in a diverse environment
- Awareness of current issues and trends in secondary education
- Previous experience of working with young people with Social, Emotional and Mental Health

Desirable

- A degree or equivalent level
- Knowledge of proactive strategies for behaviour for learning

Skills and Experience

Essential

- Experience of working with students in one or more of the following: Autistic Spectrum Disorders, ADHD, Social, Emotional and Mental Health
- Excellent communication skills
- Excellent interpersonal skills including the ability to handle situations with tact and sensitivity involving staff and students
- Excellent behaviour management skills
- Ability to manage and prioritise workload
- Effective use of ICT to support learning
- Understanding of relevant policies/codes of practice and awareness of relevant legislation
- General understanding of national curriculum and other basic learning programmes/strategies
- Basic understanding of child development and learning
- Ability to identify learning needs
- Ability to scaffold work, in particular in English and Maths

General

- Demonstrate a commitment to diversity
 - Display a commitment and an ability to contribute to the protection and safeguarding of children and young people
 - Work as part of a team
 - Demonstrate personal integrity
 - Work to support the aims and ethos of the school
 - Flexibility in the approach to work and the demands of the post
 - Willingness to undertake professional development.
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Equal Opportunities

Take responsibility, appropriate to the post, for tackling racism and promoting good race, ethnic and community relations.

Safeguarding

Have a due regard for safeguarding and promoting the welfare of children and young people and to follow all associated child protection and safeguarding policies as adopted by the school and Local Authority.

Health and Safety

Work in compliance with the School's Health and Safety policies and under the Health and Safety at Work Act (1974), ensuring the safety of all parties with whom contact is made, such as members of the public, in premises or sites controlled by the school.

Ensure compliance of procedures are observed at all times under the provision of safe systems of work through a safe and healthy environment and including such information, training instruction and supervision as necessary to accomplish those goals. Undertake risk assessments as appropriate.

Data Protection

When working with computerised systems to be completely aware of responsibilities at all times under the Data Protection Act 2018 for the security, accuracy, and significance of personal data held on such systems. Be mindful of how data is handled and seek consent and guidance from line managers or designated leads before sharing or storing confidential information. Be informed of the data held on you during our recruitment process as explained in the recruitment privacy notice on our website.

The Elmgreen School is a non-smoking and non-vaping environment.

This job description will be reviewed annually and may be subject to amendment or modification at any time after consultation with the post holder. It is not a comprehensive statement of procedures and tasks but sets out the main expectations of the School in relation to the post holder's professional responsibilities and duties.

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