

Role	Grade	Reports to
Teaching Assistant SEN Level 1	Grade 3	Headteacher

Main purpose of the job:

To be a part of a team providing exceptional education for students so that they become happy, confident adults. The post holders will support teaching and learning across school, providing general support in the management of pupils and resources.

Key relationships:

To work under the supervision of the class teacher, department lead Senior Leadership Team and Head teacher. The post holder will also work with Parents and external agencies under the guidance of the class teacher.

Please note that whilst this job description gives an indication of the key responsibilities, it is not intended to provide an exhaustive list.

Main accountabilities:

- To work with small groups of children under the supervision of the teacher including the implementation of Individual Learning Plans.
- To be familiar with individual class information i.e. risk assessments, behaviour intervention plans.
- Give regular feedback on children's progress to the class teacher and file records.
- Attend to children's personal needs, including pastoral, social, health, physical hygiene i.e. toileting and changing, minor first aid and welfare matters.
- Establish good relationships with pupils, taking on role model by presenting a positive personal image and responding appropriately to individual needs.
- Promote the inclusion and acceptance of all pupils.
- To assist with the dispensing of medication in exceptional circumstances with appropriate training and under the supervision of medical staff where necessary.
- To carry out escort duties as appropriate whenever required.
- To assist pupils in the hydrotherapy pool (where applicable), lift, dress, and provide support to the pupils with the activities in the pool.
- To support pupils on work experience and transitions to Further Education pathways and other educational establishments.
- To assist the teacher to ensure a safe classroom and outdoor environment, checking materials and personal equipment for defects and implement risk assessments carried out by the teacher according to school guidelines. This will include cleaning equipment used by pupils and ensuring its accessibility.
- To work closely under the guidance of the teacher as required, with therapists, medical staff, and other personnel working with pupils, so that their advice and practice are integrated in to individual learning plans.
- Provide curricular clerical/admin support, eg. Photocopying, making resources, collection of monies.
- Prepare the classroom for lessons, including display work under the direction of the teacher.
- Undertake pupil record keeping as requested e.g. to assist with annotating work books and providing information on pupil progress.
- Support the teacher in managing pupil behaviour, reporting and recording as appropriate.
- Gather and report information between parents and carers as directed.
- To provide support in all areas of the curriculum and on social occasions for pupils who have been identified

as having medical conditions which disable their full independent access to mainstream school life.

- Support the use of Computing in learning activities and develop pupils' competence and independence in its use.
- Prepare and maintain equipment/resources as directed by the teacher and assist pupils in their use.
- Maintain good relationships with colleagues and work together as a team.
- Assist in the supervision of classroom and outdoor activities.
- Assist with the supervision of discreet groups of pupils for short periods when the teacher is not present.
- Be aware of and support difference and ensure all pupils have equal access to opportunities to learn and develop.
- Participate in training, to develop relevant learning strategies and ensure students make progress in learning.
- To support the performance management process and demonstrate commitment to continuous professional development.
- To converse at ease and provide advice in accurate spoken English is essential for the post.

All employees in the Trust are expected to:

- Support the vision, values and objectives of the Trust and demonstrate a collaborative, team working approach to school and Trust improvement <https://prospere.org.uk/about-us/vision-values>
- Take appropriate responsibility and action for safeguarding, be aware of confidential issues and maintain as appropriate
- Be aware of and comply with policies and procedures relating to child protection reporting all concerns to an appropriate person
- Promote and act in accordance with the Code of Conduct and all school / Trust policies including the Health and Safety Policy, Equality Policy and Data Protection Policy
- Effectively represent the Trust when liaising with contractors and outside agencies/organisations
- Demonstrate tact and diplomacy in all interpersonal relationships with the public, pupils, parents and colleagues
- Take responsibility for personal professional growth and development, keeping up-to-date with national research, engaging proactively with nationally recognised career frameworks and professional organisations
- Attend Trust and school events as required and make a positive contribution during such events
- Attend regular meetings before and after Trust hours, including morning briefings
- Carry out duties other than those listed in the job description under the direction of the headteacher where the post holder has appropriate qualifications and has received appropriate training

The Trust will endeavour to make any necessary reasonable adjustments to the job and the working environment to enable access to employment opportunities for disabled job applicants or continued employment for any employee who develops a disabling condition.

Person Specification	Essential / Desirable	Assessment stage
Qualifications		
Numeracy/literacy skills with a good level of knowledge and understanding (at a level equivalent to NQF Level 2).	Essential	Application
GCSE Maths and/or English	Desirable	Application
Appropriate knowledge of first aid.	Desirable	Application
Completion of Teaching Assistant training programme	Desirable	Application
Knowledge and Experience		
An understanding of the role of the Teaching Assistant and other professionals working in the classroom.	Essential	Application/interview
Basic understanding of child development and learning.	Essential	Interview
Experience of working with children/young people with communication, severe, profound or complex learning difficulties.	Desirable	Application/interview
Understanding of national/foundation stage curriculum and other basic learning programmes/strategies.	Desirable	Interview
To be aware of policies and procedures relating to child protection, health and safety and security, confidentiality and data protection.	Essential	Interview
Experience of working with children/young people with behavioural difficulties.	Desirable	Application/interview
Command of spoken English sufficient to enable the effective performance of the role, including the ability to speak with confidence and accuracy and the ability to listen and respond appropriately dependent on the audience.	Essential	Interview
Behaviours and Values		
Demonstrates a collaborative, team working approach focused on improvement and supporting the vision, values and objectives of the organisation	Essential	Interview
Demonstrate a commitment to appropriate professional standards, including core policies relating to equality and diversity and child protection	Essential	Interview
Demonstrate a commitment to maintaining and developing professional knowledge and skills	Essential	Application, Interview
Tact and diplomacy in interpersonal relationships with all stakeholders	Essential	Interview
To be flexible and able to adapt and prioritise appropriately	Essential	Interview
Effective staff motivation and development, including establishment of a positive performance management culture	Essential	Application, Interview

Review and Amendment:

This job description is normally reviewed annually as part of the appraisal cycle. If significant changes are required, it may be amended following an individual consultation process.

All staff are expected to carry out their duties with due regard to current and future Trust and school policies, procedures, and relevant legislation. These will be drawn to your attention during the recruitment process, induction, staff handbook, ongoing performance development and through Trust communication.

Prospere Learning Trust is committed to safeguarding and promoting the welfare of children and young people and expects all staff and volunteers to share this commitment.