# DIAMOND HALL INFANT ACADEMY

## Job Description

Job Title: Teaching Assistant Supporting Complex Needs

Location: Diamond Hall Infant Academy

Hours: 37 Hours per Week – Term Time Only (39 Weeks)

Days: Monday – Friday 8.30am – 4.30pm

Term: Maternity cover until July 2025.

Salary: SCP 4, £23,114 (pro rata £19,796)

Purpose of Job:

* To support our children with high complex needs in our SEND environment within our school. To assist teachers, parents and children as part of a professional team to contribute to raising standards of children’s achievement and to undertake a range of learning activities under the professional direction and supervision of qualified teachers and/or senior colleagues, in line with the school's policies and procedures.

Main Duties:

* Using specialist knowledge to support the learning needs of pupils;
* Work with individual children or small groups of children under the direction of teacher/SENCO/SENCO support;
* Support teaching staff in co-ordinating, planning and updating support plans;
* Contributing to the assessment of children’s progress and development;
* Liaising effectively with parents/carers;
* Preparing and maintaining learning support materials as needed by the children;
* Undertaking duties in connection with personal hygiene and welfare of children;
* Assist in the care, nurturing of vulnerable children during playtime and lunchtime;
* Demonstrate a high level of understanding of SEND, as determined by the SEND Code of Practice;
* Contribute to meetings regarding specific children as required;
* Attend relevant training to enable children to achieve as required.

**Support for the School**

* To assist in maintaining a safe environment for children and staff.
* To assist in the care and provision for children at lunchtime.
* To accompany teachers and classes on educational visits as required.
* To assist in the supervision of children during the day and in the outside learning environment/playgrounds/school grounds as required.
* To assist in ensuring that children adhere to the behaviour policy of the school and providing feedback to teaching staff and senior colleagues on the effectiveness of strategies used.
* To contribute to preparing reports on children as appropriate.
* To liaise with parents and other parties as required.
* Contributing to the whole School’s Self Evaluation process.

**Professional Values and Practices**

* To have high expectations of all children; respecting their social, cultural, linguistic, religious and ethnic backgrounds; and being committed to raising their educational achievement.
* To treat children consistently with respect and consideration, and being concerned with their development as learners.
* To follow the school's policy and procedures, using strategies which contribute to a purposeful learning environment.
* To work collaboratively with colleagues as part of a professional team; and carry out roles effectively, knowing when to seek help and advice from colleagues.
* To reflect upon and seek to improve personal practice.
* To work within school’s policies and procedures and be aware of legislation relevant to personal role and responsibility in the school.
* To recognise equal opportunities issues as they arise in the schools and respond effectively, following school’s policies and procedures.
* Build and maintain successful relationships with children, parents/carers and staff.

**Confidentiality:**

All employees are required to work in a confidential manner in all aspects of their work.

**Additional Responsibilities:**

* To attend meetings, liaising and communicating with colleagues in the school, outside agencies and other relevant bodies as required.
* To be an effective role model for the standards of behaviour expected of children.
* To have due regard to and follow all safeguarding procedures
* Any other duties required by the school which are in the scope of the post.
* To carry out duties with due regard to the School Health and Safety policy at all times.
* To be aware at all times of responsibilities under Data Protection for the security, accuracy, and significance of personal data held electronically or in paper form.
* To work within and encourage the School’s Equal Opportunity policy and contribute to diversity policies.
* To follow all policies and procedures within the Academy

**Review and Amendments:**

This job description is subject to annual review. It may be amended only after full consultation with the Head Teacher.

***Diamond Hall Infant Academy is committed to safeguarding and promoting the welfare of children and young people according to child protection and safeguarding guidelines and expects all staff to share this commitment. A satisfactory enhanced DBS check is required for all Employees.***

**Signature: Signature:**

Post Holder Head Teacher

**Date: Date:**