



DUNRAVEN EDUCATIONAL TRUST

## TEACHING ASSISTANT

**Responsible to:** SENCO  
**Pay scale:** NJC Scale 4 (7-10)  
**Work pattern:** Full-time  
**Location of post:** The Elmgreen School, SE27 9BZ

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### 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 to assist the teacher in the management of students working either in the classroom, 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 safety and access to learning activities
- Assist with the development and implementation of targets
- 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
- To be able to use some basic Makaton
- Support students where necessary in unstructured times such as break and lunch time
- To participate in providing extracurricular activities
- To be able to provide Self-care, including supporting toileting
- To be able to liaise with outside agencies, including Speech and Language, OT and Physiotherapy
- To be able to scaffold work to the needs of the students
- To support with socialisation and relationship building
- Assisting with using adaptive equipment

- Supporting with transportation throughout the school
- To support with feeding at lunch and break time

### **Support for Teachers**

- Create and maintain a purposeful, orderly and supportive environment, in accordance with lesson plans and assist with the display of students' work
- 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 and progress as directed
- Provide detailed and regular feedback to teachers on student's achievement, progress, problems etc.
- Promote good student behaviour, dealing promptly with conflict and incidents in line with the Behaviour Policy and encourage students to take responsibility for their own behaviour
- Establish constructive relationships with parents and carers
- Administer routine tests and invigilate exams and undertake routine marking of students' work
- Provide clerical and admin support e.g. photocopying, typing, filing, money, administer coursework etc.

### **Support for the Curriculum**

- Undertake structured and agreed learning activities and teaching programmes, adjusting activities according to students responses
- Undertake programmes linked to local and national learning strategies s recording achievement and progress
- Support the use of ICT in learning activities and develop students' competence and independence in its use
- 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 to produce differentiated learning materials matched to the needs of the students on the SEN register.

### **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 Trust
  - To implement the Trust Equal Opportunities Policy and work actively to overcome discrimination on the grounds of race, gender, disability, sexuality or status in the Trust's service
  - 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 service.
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## **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**

- Numeracy and literacy qualification at NVQ level 2, or equivalent, or enrolled on a course working towards this
- NVQ 2 for Teaching Assistants or equivalent qualifications or experience
- Training in the relevant learning strategies e.g. literacy
- Experience of working with young people in a diverse environment
- Awareness of current issues and trends in secondary education

#### **Desirable**

- ICT competence to European Computer Driving Licence or equivalent
- Full First aid Certificate
- A degree or equivalent level

### **Skills and Experience**

#### **Essential**

- Experience of working with students in one or more of Autistic Spectrum Disorders, ADHD, Hearing Impairment, Dyslexia or Behaviour, Emotional and Social Difficulties
- 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 and 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 self-evaluate learning needs and actively seek learning opportunities

### **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.

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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