



THE  
KING'S  
SCHOOL  
GRANTHAM



# Teaching Assistant

## JOB DESCRIPTION & PERSON SPECIFICATION

---

### GRADE

GLEA Grade 3 Points 6-9

Responsible to:

SENCo

Job Purpose:

To support children having special or particular needs, in accordance with the child's Education, Health and Care plan or action plan where appropriate and/or groups of children as directed by the SENCo. To provide assistance to the SENCo and Teachers across a range of child centred activities to promote development and learning.

---

### PRINCIPAL FUNCTION

To embrace the school aims, objectives and ethos reflecting them in the classroom.

To promote and safeguard the welfare of children and young persons for who you are responsible and with whom you come into contact.

To support students with SEND to ensure they are able to access the curriculum including 1:1 work in the classroom where required.

To assist students with special needs to move in and around the School.

To Staff the Student Support Centre at Lunch and Break times.

To assist with development of work and/or specific skills development with individual students and small groups of students.

To monitor and report on the progress of these students as directed by the SENCo.

To liaise with teaching staff and the leadership team to ensure effective provision for all SEND students.

Assisting to track and review the provision of support for SEND students under the direction of the SENCo.

Disseminate good practice in SEND across the school.

Under the leadership of the SENCo, assist in drawing up support plans for student with special needs.

<b>PRINCIPAL FUNCTION (CONTINUED)</b>	<p>To support the SENCo in maintaining clear and efficient documentation relating to all issues arising in this area.</p> <p>To participate in activities in support of the school.</p>
<b>RESOURCES</b>	To contribute to support provision by working as part of a small team and help to prepare materials for use by all members of the SEND team.
<b>SAFEGUARDING</b>	This role involves regulated activity with children. The post holder must be familiar with, and comply with policies and procedures relating to child protection and promote the welfare of students.
<b>GENERAL</b>	<p>To form effective relationships with students, teaching staff, non-teaching staff, parents and other professionals.</p> <p>To attend meetings and events as required.</p> <p>To be familiar with, and adhere to, the school's Health and Safety policy and undertake risk assessments as appropriate.</p> <p>To contribute to the production of displays and activities on occasions when the school is open to prospective parents or the public.</p>

#### NOTE:

This job description is current as of the date shown but it may be modified by the Head Master - in consultation with you - to reflect or anticipate changes in your role, commensurate with your grade and job title.

This job description does not form part of the contract of employment. It outlines the ways in which the post-holder is expected and required to perform and it lists the particular duties that tutors are required to undertake.

Agreed by:	Date:
------------	-------

## PERSON SPECIFICATION

This role would suit an experienced Teaching Assistant wishing to further develop their career or a committed individual who is new to the role, looking to get their career off to a good start. The following criteria will be used in the selection of the post.

		Essential	Desirable
Experience	Experience of working directly with children with SEND		✓
	Ability to establish effective relationships with families and other stakeholders	✓	
	Experience of working with young people	✓	
	Experience of managing behavioural situations calmly and confidently		✓
	Meeting the needs of students identified as having a special educational need or disability		✓
	Pastoral work in a school setting		✓
Qualities, values and skills	Motivated to work with children and young people	✓	
	A high level of emotional intelligence and resilience in working with young people	✓	
	Aptitude to support the characteristics of high-quality teaching for effective learning		✓
	The ability to establish clear expectations, and constructive working relationships amongst staff and students	✓	
	Ability to form and maintain appropriate relationships and personal boundaries with children and young people	✓	
	Empathy for students, parents, staff and the community	✓	
	Good communication skills – both written and verbal		✓
	Having a positive and flexible attitude	✓	
	A drive to extend the curriculum beyond the classroom and use external organisations		✓
	Positive attitude to the use of authority and maintaining discipline	✓	
Qualifications and Training	GCSE or equivalent in Maths and English	✓	
	First Aid qualified		✓
	Up to date knowledge and skills		✓
	IT literate, with experience using IT within teaching, learning and resource management	✓	
	Enhanced DBS including a children's barred list check	✓	
	Appropriate Continued Professional Development (CPD).		✓