

Job Description – Teaching Assistant

Job Title:	Teaching Assistant
Salary/Range:	Support Staff Grade 8, Scale points 20 to 24
Location:	School-based
Line Manager	Class Teacher or member of Senior Leadership Team
Responsible for:	N/A
Important Functional Relationships: Internal/External	Other school and trust staff, parents/carers.

Expectations of the Postholder:

Enable Trust is committed to safeguarding and promoting the welfare of children and young people. All staff and volunteers are expected to share this commitment.

Main Purpose

To support teaching staff in meeting the educational, developmental and welfare needs of pupils in a special school, to assist teachers in the management and maintenance of school resources, and to contribute to the supervision and welfare of pupils throughout the school.

Key Responsibilities

- a) To provide support to individual pupils or groups of pupils in accessing and undertaking a full range of educational activities through:
 - Assisting pupils with individual learning programmes, including support with inclusion activities undertaken in mainstream schools.
 - Promoting independent learning.
 - Clarifying and explaining instructions.
 - Assisting pupils with the appropriate use of equipment and resources, including ICT applications.
 - Modifying activities to meet the needs of individual pupils.
 - Preparing resources and display materials to support learning activities.
- b) To contribute to the planning and evaluation of teaching activities and to observe and report on pupils' progress, including maintenance of relevant administrative records.
- c) To understand and respond positively to the physical, emotional and/or behavioural needs of pupils and to encourage participation and independence.
- d) To attend to pupils' personal welfare and hygiene needs, which may involve training and assistance with feeding, toileting and dressing. (This may also include basic first

aid and the administration of medicines by agreement and subject to appropriate training being provided).

- e) To support pupil mobility in and around the school, including access to/from school transport and to assist pupils using specialist equipment or other aids.
- f) To undertake routine checks and maintenance of appropriate resources and equipment for pupil use.
- g) To contribute to effective team practice by attending and participating, as appropriate, in relevant staff meetings and in-service training.
- h) To supervise whole class groups on an occasional basis where this is appropriate to cover the short-term absence of a teacher and where the school has established relevant support and referral arrangements.
- i) To contribute to the supervisory arrangements for pupils on arrival/departure, during breaktimes and on out-of-school activities.
- j) To promote and reinforce school policies, practices and procedures to include an understanding of child protection and health and safety responsibilities.
- k) The postholder will be expected to act as an adult role model and support school policies when dealing with students or visitors to the school.

Safeguarding

Safeguarding and child protection have the highest possible profile across our Trust. All post holders have a responsibility to ensure children and young people are protected from harm. In order to fulfil this requirement the post holder must:

- Be subject to an enhanced Disclosure and Barring Service (DBS) check to satisfy child protection requirements. The post is exempt from the provisions of the Rehabilitation of Offenders Act and all convictions or cautions must be declared.
- Complete an induction which includes safeguarding and child protection procedures and guidance.
- Promote and safeguard the safety and welfare of children in accordance with the trust's Safeguarding and Child Protection and Behaviour Management policies.
- Behave in a way which fully promotes the school and trust's safeguarding ethos. The post holder will be expected to act as an adult role model and support school policies when dealing with pupils or visitors to the school.
- Undertake regular training organised by/for the school/trust in relation to safe handling of children and safe management of children who may exhibit challenging behaviour and operate according to the school and national procedures in relation to this, taking guidance from staff that hold specific responsibilities for these areas.
- Report any concerns regarding safeguarding and child protection to the Designated Safeguarding Lead immediately.

Dimensions
<ul style="list-style-type: none"> The postholder will not normally have direct responsibility for staff or finance.
Job context
<ul style="list-style-type: none"> The postholder will be one of several Teaching Assistants working closely with the qualified teaching staff and specialist professional staff in a school for pupils with special educational needs. In most cases pupils will have significant health and/or learning and/or emotional and behavioural problems.
Supervision
<ul style="list-style-type: none"> Under the general supervision of the Headteacher, the Teaching Assistant will receive day-to-day supervision from the appropriate class teacher. There may be some limited supervisory responsibility for parent helpers or other volunteers/visitors and students.
Problems & decisions
<ul style="list-style-type: none"> The postholder must exercise responsibility for the welfare and safety of pupils at all times, intervening where necessary to ensure safe and proper conduct. When working with groups or individuals, the SNTA may regulate pupil tasks within the framework established by the relevant teacher, making modifications to timing and content to reflect progress made etc. The SNTA may exercise delegated discretion over rewards/sanctions in appropriate cases. Appropriate resources or modifications to classroom materials may be produced in liaison with the relevant teacher.
Contacts
<ul style="list-style-type: none"> In addition to other school staff, the postholder will be expected to establish positive relationships with parents (including supervision of parent helpers), education and health service professionals and students or trainees undertaking work experience at the school.
General
<ul style="list-style-type: none"> To undertake professional development and enhance subject and specialist knowledge as appropriate. The post holder has a responsibility for their own health and safety at work and that of others ensuring they have received adequate training for any activities they undertake as part of their job role. To make a positive contribution to the life of the school and the trust. To carry out other appropriate activities as directed by the Headteacher. To be accountable to the Headteacher in all of these aspects.
Core Expectations
<ul style="list-style-type: none"> Staff should recognise that as the Trust develops, job roles may need to change focus and job descriptions will be reviewed accordingly. Staff need therefore to be flexible in their approach to accommodate the changing needs of the Trust and to participate fully in professional development which supports this. All staff in Enable Trust must adhere to and actively support school and trust policies.

Special Notes or Conditions

The postholder may be required to undertake:

- Lifting of non-ambulant pupils using lifting aids and manual handling techniques
- Dealing with personal welfare and hygiene of incontinent pupils
- Pushing wheelchairs, buggies and other mobility aids on school premises and off-site
- Operating hoists after appropriate training
- Using Team Teach techniques after appropriate training

In special schools, some challenging behaviour by pupils may be experienced, and the special needs of the pupils may present emotional and physical demands not common to mainstream schools.

Use of computer and other communication aids will be required to support teaching and learning activities.

This job description will be reviewed regularly and may be subject to amendment or modification at any time after consultation with the post holder. It is not a comprehensive definition of the post but sets out the main expectations of the Trust in relation to the post holder's professional responsibilities and duties. In addition you may be expected to take part in any other reasonable duties which may be required.

Person Specification

Essential	Desirable	Evidence From
Qualifications and Training		
<ul style="list-style-type: none"> 3 GCSEs or equivalent, including Maths & English, Level 4/Grade C and above 	<ul style="list-style-type: none"> Teaching Assistant qualification Level 3 Qualification in Childcare & Education, e.g. BTEC National Diploma in Childhood Studies Relevant training in SEND and autism/communication and interaction needs 	<ul style="list-style-type: none"> Application Form Certificate
Experience		
<ul style="list-style-type: none"> Experience of working with children and young people in an educational context 	Experience of teaching in an SEN school or SEN resource base	<ul style="list-style-type: none"> Application form Supporting statement References Interview
Personal Attributes and Skills		
<ul style="list-style-type: none"> Good interpersonal skills with both adults and children Basic knowledge of ICT applications and Microsoft packages Willingness to undertake further professional development 		<ul style="list-style-type: none"> Application form Supporting statement References Interview