The Joseph Whitaker School

An Academy specialising in Sport and Performing Arts

Job Description

Post: **Teaching Assistant with First Aid Duties**
Scale: **Scale 3, Points 6 – 8 (£21,968 - £22,777 pro rata)**
Date: **January 2023**

Common Responsibilities

- promote the school in accordance with the Special Needs, relevant Faculty and whole School Development Plans up to a level that is reasonable in relation to the grading of the post;
- be responsive to governors, parents, colleagues, students and members of the local community;
- work in a way that enhances the school in the eyes of the local community and beyond;
- be required to support the safeguarding children policy;
- work flexibly within school according to the grade or level of work;
- will engage in and support the school's performance management policy;
- to follow all school policies and procedures.

Specific Duties and Responsibilities

Support for Students

- Working as part of a team in the development of personal care programmes for pupils
- First aid for students who have a Healthcare Plans in place
- Providing practical assistance in relation to other identified physical needs e.g. transportation, dressing, meal times, organisation of learning equipment
- Providing personal assistance to identified pupil/pupils in physical/practical activities e.g. physical education, cookery, school visits, therapeutic treatments organised by the school etc.
- Working in cooperation with other key workers involved in supporting the pupils' educational and health care needs under the guidance of the class teacher or other responsible officer
- Work with students both within and outside lessons to provide help with reading comprehension, the understanding of key concepts, the production of written work and effective communication of what has been learnt and the development of necessary practical skills in a given curriculum area;

- Support students with emotional and behavioural difficulties, or medical issues, to encourage them to access the curriculum;
- Liaise with subject teachers in the process of assessing an individual student's need and assist with the provision and adaptation of appropriate teaching materials and strategies;
- Support the use of ICT equipment for identified students;
- Act as reader, scriber, prompter, practical assistant and as invigilator as required;
- Liaise with the SENCO and the SEND Manager to support the smooth and effective transfer and integration into school of students with special needs;
- Promote and develop extra-curricular activities and homework support for students with additional needs;
- Assist the student in the review of targets for SEND Support reviews, under the direction of the SENCO / SEN Manager, attending Review Meetings if appropriate
- Address the needs of students who require help in overcoming barriers to learning by developing their potential both inside and outside the classroom;
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General Duties

- Contribute to the Inclusion work within the school by helping to raise standards of achievement in specified curriculum areas, providing specialist support across the curriculum to named students and groups of students;
- Develop support in a particular curriculum area and/or SEND specialism (e.g. ASD /literacy/ maths) ensuring effective liaison occurs between the inclusion team, the SENCO and the curriculum or specialist area.
- Be responsible to the SENCO and the SEND management team for the effective implementation of all aspects of the job description;
- Liaise with the SENCO to ensure the record keeping process on individual students is effective, relevant and kept under review;
- Liaise with parents as appropriate;
- Attend relevant consultation meetings with parents as necessary;

- attend and contribute to relevant team meetings, under the direction of the SENCO, and attend departmental meetings deemed appropriate by a Head of Faculty/Head of House;

- attend appropriate professional courses and be fully involved in relevant staff training of colleagues;

- undertake any other duties which may reasonably be regarded as within the nature of the duties and responsibilities/grade of the post as defined, subject to the proviso that normally any changes of a permanent nature shall be incorporated into the job description in specific terms.

- Support the pastoral system through tutor time support and mentoring under the direction of the Head of House

Supplementary Information

The working week is one of 37 hours during term time only. Term-time includes the days on which the school is open for pupils together with INSET days.

The nature of the post requires a flexible working pattern to meet the needs of the school and individual students. Working arrangements will be determined through consultation with the SENCO.

PERSON SPECIFICATION
Learning Support Assistant

	Essential	Desirable
Education and training	Good Levels of Literacy and numeracy (at least Level 2 qualification) Commitment to further training if required	Teaching Assistant qualification at Level 2 or 3 Educated to Level 3 or above e.g. A Levels / degree Further qualifications in the area of SEN First Aid at Work qualification
EXPERIENCE	Experience of working with children / young people in an education setting to improve educational outcomes	Experience of working with young people with complex needs Experience of running small group interventions e.g. literacy, numeracy, social skills, ASD support. Experience of working with other agencies e.g. school nurse, specialist teachers
SAFEGUARDING	Enhanced DBS and validated references	Safeguarding training
SKILLS AND COMPETENCES	Good interpersonal skills to deal effectively with pupils, staff, parents and other agencies Ability to motivate and inspire young people to achieve their potential Ability to demonstrate tact and sensitivity Be able to work as a team member and be supportive of others Basic IT skills e.g. Microsoft Office, email	Ability to work with a range of different professionals Ability to use SIMS
PERSONAL QUALITIES	An innovative, enthusiastic and positive attitude Ability to remain calm in demanding situations	