



**Maiden Erlegh Trust
Job Description**

Role	Teaching Assistant	School Department	Hamilton School
Grade	Grade 4, Spinal points 7 to 11	Reports to	Phase Leader
Job evaluation code	CRA015	Date of evaluation	April 2022
Purpose	To support the phase leader and teacher in the delivery of support to students with social emotional and mental health needs. To complement the work of teachers by supporting the individual needs of students for whom behaviour, attendance and other factors are barriers to learning, in accordance with school policy and government initiatives, in the pursuit of high standards of student progress.		
Scope	Main contacts: Phase Leader, students, staff, parents, Local Authority and other external agencies	Staff responsibilities: No Line Management	Financial accountability: None
Accountabilities	<ul style="list-style-type: none"> • Provide support to the phase leader for the day to day support of students, both scheduled, and as the need arises. • Contribute to the on-going assessment of students to determine those in need of particular support • Liaise with the phase leader to ensure appropriate provision is made including the provision of administrative support (e.g., drawing up Classroom Support Plans) and ensuring the appropriate logging of interventions. • Lead on specific interventions to support students and contribute to analysis of impact. • To attend related meetings, as appropriate, including engagement with parents/carers • Contribute to transition planning, especially in provision planning for transitioning students with SEN • As part of in-class support, liaise with teachers on a regular basis to discuss class tasks that enable students to become independent learners within their own ability. • Regularly report back to the teacher and phase leader on student progress and areas of concern • Work with small groups or individual students, clarifying and explaining instructions, ensuring that students are able to use equipment and materials whilst motivating students to complete work and stay in lessons. • Support outside of the classroom with student behaviour, which can include assisting with de-escalating poor standards of behaviour, and physical interventions. • Any other duties that reasonably fall within the purview of the post, which may be allocated after consultation with the post holder. 		
Organisational Chart	<pre> graph TD PL[Phase Leader] --> TA[Teaching Assistant] </pre>		



**Maiden Erlegh Trust
Person Specification**

Role	Teaching Assistant	School/Department	Hamilton School
Grade	Grade 4	Job Evaluation Code	CRA015

Qualifications, training, and education	<ul style="list-style-type: none"> • Relevant Level 3 qualification desirable but not essential • Minimum of NVQ Level 2 or equivalent in English and Maths
Experience	<ul style="list-style-type: none"> • Knowledge of the National Curriculum desirable but not essential • Knowledge of relevant learning strategies, especially for students with SEN
Skills and abilities	<ul style="list-style-type: none"> • Able to establish productive working relationships with students, acting as a role model and setting high expectations • Ability to work within a team and lead the work of others • Knowledge of the standard of work expected from students • Ability to use ICT effectively to support learning • Excellent communication and interpersonal skills • A caring and positive attitude sensitive to student needs • A sense of responsibility and initiative • Confidentiality at all times • Calm under pressure, adaptable and energetic • Flexible approach to working and commitment to ongoing service and personal development (through self-evaluation and learning from others) • Resilience to work in a dynamic, trauma-informed environment, with pupils that have social, emotional, academic and mental health needs • Ability to relate to, and communicate with, a range of professionals, colleagues, parents and pupils • Ability to work in sometimes stressful situations and manage professionally one's own behaviour and emotional response to very challenging behaviours in others
Requirements specific to the role	All staff and volunteers are expected to be committed to safeguarding, equality and promoting the welfare of children and young people.

The Trust retains the right to implement changes in job descriptions and person specifications to reflect changes in the demands of the post. Where this is necessary this will be done in consultation with you.

Maiden Erlegh Trust is an Ethical Leadership Pathfinder organisation, and we are committed to safeguarding, equality and promoting the welfare of children and young people. We are also committed to having the highest expectations of pupil/students and staff and supporting everyone to reach their full potential. All employees of the school and Trust are expected to share these commitments. All posts require satisfactory employment checks and references and a satisfactory enhanced Disclosure and Barring Service check. All Leadership roles will require a Section 128 check.

Signed: _____
Post holder

Date: _____