

**JOB DESCRIPTION**

**POST TITLE:** Teaching Assistant

**GRADE:** Band 5, SCP 4-6

**HOURS OF WORK:** 32.5 hours per week, term time only plus 5 days

**Responsible To:** Class teacher

**Job Purpose:**

* To undertake work/support/care programmes, to enable access to learning for pupils and to assist the teacher in the management of pupils and the classroom. Work may be carried out in the classroom or outside the main teaching area.

**Main Duties:**

* Work within the school policies, under the direction and guidance of senior staff and within an agreed system of supervision.
* Work flexibly as part of the school team and may be required to work with any age.
* Assisting as a member of the classroom team in the supervision of students on work experience, trainees and voluntary helpers with whom the post holder is working
* Supervise and provide particular support for pupils with special needs, ensuring their safety and access to learning activities.
* Establish constructive relationships with pupils and interact with them according to individual needs.
* Set high expectations and promote self-esteem and independence.
* Create and maintain a purposeful, orderly and supportive environment, in accordance with lesson plans and assist with the display of pupils’ work.
* Provide feedback to pupils in relation to progress and achievement under guidance of the teacher/person in charge.
* Provide detailed and regular feedback to teachers on pupils’ achievement, progress, responses to learning activities and accurately record achievement/progress as directed.
* Maintain manual and computerised records as requested.
* Always ensure the health and safety of pupils
* Establish constructive relationships with parents/carers.
* Timely and accurate preparation and use of specialist equipment/resources/materials as required by staff/curriculum/lesson plans etc.
* Provide clerical/admin. support e.g. photocopying, typing, filing, money, administer coursework etc.
* Use strategies, in liaison with the teacher, to support pupils to achieve learning goals.
* Assist with the planning of learning activities.
* 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.
* Participate in training and other learning activities and performance development as required.
* Supervise children at all times and ensure the physical needs of children are being met and maintain high standards of cleanliness and hygiene (eg. Washing, dressing and toileting).
* Accompany teaching staff/person in charge and pupils on visits, trips and out of school activities as required and take responsibility for a group under the supervision of the teacher/person in charge.
* Actively promote the positive ethos of the school

**This job description sets out the duties and responsibilities of the post at the time when it was drawn up. Such duties and responsibilities may vary from time to time without changing the general character of the duties or the level of responsibility entailed. Such variations are a common occurrence and cannot themselves justify a reconsideration of the grading of the post.**

**PERSON SPECIFICATION**

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| **ATTRIBUTES** | **ESSENTIAL** | **DESIRABLE** | **HOW IDENTIFIED** |
| **EXPERIENCE** | * Working with pupils with communication and interaction difficulties including Autism
* Experience of/willingness to train in behaviour management, including de-escalation and physical intervention – Team Teach
* Experience of/willingness to train in communication approaches to access the curriculum.
* Experience of using Microsoft packages including email
 | * Working with pupils of relevant age range
* Experience of supporting an autism specific curriculum
* Experience of augmentative communication methods for pupils with autism
 | Application form & Selection process |
| **QUALIFICATIONS** | * NVQ 2 for Teaching Assistants or equivalent qualifications or experience.
* GCSE’s Grade 4 or above in Maths and English or equivalent
 | * Qualifications relating to post e.g. health, children, practical skills, first aid.
* Mini bus driver qualification
 | Application form & Selection process. Certificates. |
| **SAFEGUARDING** | * Displays commitment to the protection and safeguarding of children and young people and has an up to date knowledge and training of relevant legislation and guidance, in relation to working with, and the protection of, children and young people.
 |  | Application form & Selection process.Certificates. |

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| **TRAINING** | * Willingness to participate in development and training opportunities.
* Evidence of previous personal development.
 | * Training or willingness to undertake training in the relevant learning strategies
* Health & Safety training as appropriate
 | Application form & Selection process |
| **SPECIAL****KNOWLEDGE** | * Understanding of child development and learning.
* An understanding of the issues relating to pupils who have special educational needs.
* An understanding of the needs of a multicultural society.
 | * Understanding of relevant polices/codes of practice and awareness of relevant legislation.
 | Application form & Selection process |
| **EQUALITY** | * Candidates should indicate an acceptance of and commitment to the principles underlying the Council’s Equal Rights policies and practices.
 |  | Selection process |

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| **DISPOSITION – ADJUSTMENT/ ATTITUDE** | * Ability to relate well to pupils and adults.
* Ability to work constructively as part of a team.
* Ability to remain calm under pressure.
* Demonstrate good co-operative, interpersonal and listening skills.
* Demonstrate a commitment to working with children of the relevant age.
* Good sense of humour.
* Flexibility and willingness to accept change.
* Willingness to share expertise, knowledge and experience.
* Approachable, courteous and able to present a positive image of the school to callers and visitors.
* Maintain confidentiality in matters relating to the school, its pupils, parents and carers.
* Ability to prioritise conflicting demands and pressures.
 | * Ability to identify own training and development needs.
* Understanding of classroom roles and responsibilities and your own position within these.
 | Selection process |
| **CIRCUMSTANCES****- PERSONNEL** | * Will not require holiday leave during term time.
* Must be legally entitled to work in the UK (Asylum and Immigration Act 1996).
* No contra-indications in personal background or criminal record indicating unsuitability to work with children/young people/vulnerable clients/finance (DBS check required).
* If driving is a feature of this post – must be licensed and appropriately insured (e.g. business use)
 |  | Selection process.Sight of appropriate documentation as specified in interview letter |
| **PHYSICAL /****SENSORY** | * Must be able to perform all duties and tasks with reasonable adjustment, where appropriate, in accordance with Equality Act 2010.
* Ability to cope with requirements of the post, which may include working with pupils who have emotional and behavioural difficulties
* For posts working with pupils who have physical difficulties, it may be an unavoidable core component of the job for the postholder to be capable of moving and handling pupils, within school policies and practices.
* For this post it may be an unavoidable core component of the job for the postholder to be willing and capable of meeting the hygiene and personal care needs of pupils within school policies and practices.
 |  | Selection process |