

Co-op Academy Princeville - Bradford

Job Description

Special Needs Teaching Assistant – Early Years

Band 4 SCP 3-4

**Prime objectives of the post:**

To support the role of teachers and other professionals by undertaking work, care and support programmes which enables access to learning for all children. To support the class teacher in the management of children in the classroom ensuring all statutory requirements are met.

**Knowledge and Skills:**

See personal attributes required list

**RANGE OF DUTIES:**

* Assist in maintaining good discipline of pupils throughout school, using initiative in all matters related to the behaviour, safety, mobility, hygiene and well-being of pupils working within established procedures
* Recognise and challenge any incidents of racism, bullying, harassment, victimisation and any form of abuse of equal opportunities, complying with the Academy policy and procedures
* Deal with any issues, problems or emergencies that may arise in line with Academy policies and procedures, liaising with colleagues as necessary
* Act as a role model, establishing productive and constructive working relationships with pupils, setting examples and high expectations, supporting difference and ensuring all pupils have equal access to opportunities to learn and develop
* Have the ability to cope with the requirements of the role which may include working with pupils who have emotional, behavioural or physical difficulties
* Undertake structured and agreed learning activities and teaching programmes appropriate to the needs of the pupils, considering diversity e.g. language, culture, race and religion
* Supervise and support pupils consistently, recognising and responding to the individual needs of each child whilst enduring their safety and education in the Academy
* Assist with the development and implementation of Individual Education Plans and Personal Care programmes, attending to the pupil’s personal needs with the correct use of resources and care materials, paying attention to social, health, physical and welfare matters as well as high standards of cleanliness and hygiene e.g. washing, dressing, toileting and mobility
* It may be necessary to be able to physically assist pupils in line with Academy policies and procedures
* Promote and reinforce inclusion, acceptance and integration of all pupils
* Set challenging expectations, promote self-esteem and encourage pupils to act independently as appropriate as well as interact and work with others
* Take responsibility for the care, preparation, maintenance and use of equipment, assisting pupil’s in using it, clearing and storing after use
* Will be aware of pupil progress and monitor/record progress against learning objectives and provide comprehensive feedback to teachers and parents
* Promote positive values, attitudes and behaviour and support the teacher in managing this
* Deal promptly with conflicts and issues (including those involving restraint) and report challenging behaviour in line with the established policy
* Gather information from parents and report to teachers as appropriate, considering parental concerns, dealing with them sensitively under direction of the teacher
* Support pupils in the use of ICT in learning
* Participate in performance development, identifying training needs and taking steps to address any needs

**INTEGRITY:**

We expect our students, staff, parents and governors to act with integrity at all times. Day to day, this means courteous and positive communications with each other, always being honest with themselves and others, and representing themselves and the Trust at all times in a truly positive way. This forms part of our ethos.

**CHILD PROTECTION AND SAFEGUARDING:**

* Ensure that the child protection policies and procedures adopted by the Governing Body and Co-op Academies Trust are fully implemented and followed by all staff.
* Ensure that sufficient resources and time are allocated to enable staff to discharge their Child Protection related responsibilities effectively.

**OUR POLICIES**

* The postholder will fully support and champion, Child Protection, Equality and Diversity, Safeguarding and the Prevent agenda at all times, as appropriate.

**NOTES**

This job description allocates duties and responsibilities but does not direct the amount of time to be spent carrying each of them out. The job description is not necessarily a comprehensive definition of the post. It will be reviewed at least once each year and it may be subject to modification or amendment at any time, after consultation with the post holder.

The post holder should be available to work during school hours during term time and have a willingness to be flexible as may be required to attend staff meetings or training sessions outside of the usual hours.

The post holder should be able to perform all duties and tasks with reasonable adjustments, where appropriate, in accordance with the Equality Act and must be legally entitled to work in the UK.

**Personal attributes required (based on job description):**

|  |  |  |
| --- | --- | --- |
| **Attributes** | **All attributes are essential, unless indicated below as ‘desirable’** | **How measured, e.g application form (A), interview (I)** |
| **Qualifications:**   * GCSE Maths and English (grade 4/C or above) or equivalent e.g. Adult Literacy/Numeracy at level 1 * Other relevant qualifications relating to the post e.g. Level 2 NVQ in Health/Childcare, first aid qualification * Evidence of further training and development and/or a willingness to participate in further training and development e.g. Team Teach, Moving and Handling, Special Educational Needs | Desirable | A  A  A/I |
| **Experience:**   * Experience of working in a team * Experience of working with children with special needs * Experience of working with or caring for children of primary school age * Provide evidence of having previously spoken to customers at an Intermediate Threshold Level | Desirable  Desirable | A/I  A/I  A/I  A/I |
| **Skills, Ability, Knowledge:**   * Good communication skills * Good numeracy/literacy skills * Basic ICT skills * An understanding of the needs of a multicultural society * An outline understanding of relevant policies and legislation * An understanding of the issues relating to pupils who have additional and special educational needs * Knowledge of childcare * Awareness of child development * Ability to relate well to children and adults * Ability to work constructively as part of a team * Ability to remain calm under pressure * Demonstrate a commitment to working with primary school age children * Demonstrate good interpersonal skills and effective listening skills * Maintain confidentiality in all matters relating to the Academy |  |  |
| **Personal Qualities:**   * Understands and is committed to the co-operative values * Highly motivated and reliable * Tactful and diplomatic |  |  |