

# Job Description and Person Specification

The purpose of the Job Description and Person Specification is to provide information about the role and the skills a successful candidate must have. Note for recruiting managers: If you are recruiting for an existing post, reuse the Job Description and Person Specification that already exists for the job.

## Job details

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Job title:	Teaching Assistant
Directorate:	The Garden
Reporting to:	Head of School
Grade:	Scale 4 (Actual Salary £19,821.54)
Hours:	35 hours per week, term time only (08:30 – 16:00)

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## Job description

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Purpose of the post:	<p>To provide support for pupils, teachers and other staff in order to</p> <ul style="list-style-type: none"><li>• raise standards of achievement for all pupils</li><li>• encourage pupils to become more independent learners</li><li>• provide support for their emotional, social and physical welfare</li><li>• support the inclusion of pupils in all aspects of school life</li><li>• To work under the direction of the Line Manager, class teachers and other staff to support the learning of whole classes, selected groups or individuals as instructed.</li><li>• To assist in meeting the special educational needs of all pupils through partnership working with teachers and other professionals.</li></ul>
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Main duties and responsibilities:	<p>The following list of duties is not intended to be exhaustive, but intended to act as a guide to the range of duties undertaken.</p> <ul style="list-style-type: none"><li>• Carrying out programmes of work under the supervision of the class teacher, to support pupil/s learning e.g. breaking down learning tasks into smaller steps, using approaches that match individual pupil's SEN with the use of signs and symbols as appropriate.</li><li>• Discussing pupil progress with teachers and other professionals.</li><li>• Responsibility for taking an active part in supervising and supporting pupils at all times. This could include collecting pupils from their transport each morning and putting them on transport at the end of the day. Supervising and supporting on all educational activities, including educational visits, independent travel programmes and mainstream reintegration placements, reporting on pupils' progress and assisting in developing pupil independence and confidence.</li><li>• Assisting pupils in developing appropriate behaviour in accordance with the school's behaviour policy and school code. Maintaining high standards and expectations of pupil behaviour, dealing with any incidents appropriately and professionally.</li><li>• Initiating appropriate play activities and socialisation opportunities for pupils during lunch and break times while maintaining appropriate levels of overall pupil supervision.</li><li>• Carrying out necessary physical tasks for the care of the pupil, e.g. toileting, changing, eating/drinking, giving prescribed medication (under supervision and with training), and to assist in the development of self-help and independence skills.</li><li>• Working collaboratively with specialist professionals (e.g. physiotherapists, occupational and speech and language therapists, specialist teachers of the deaf/ visually impaired) to assist in meeting identified pupil needs. This may require appropriate training, actively undertaking</li></ul>
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responsibility for provision of the agreed programmes and/or equipment and reporting on outcomes.

- After relevant training, carrying out simple routine maintenance of equipment needed for the pupil, e.g. charging radio aids or ensuring computers are ready for use and reporting problems with equipment to the appropriate member of staff.
- After relevant training, responsibility for ensuring that pupils use appropriate computer equipment and software in order to improve their achievement. This will include laptops, ipads, communication aids and software provided to meet individual pupil's needs.
- Contribute information, under direction of the teacher, to inform relevant discussions such as routine daily assessment and progress meetings"
- Working in a confidential manner at all times with regard to both the supported pupils and wider school or team issues.
- Participating in appropriate and relevant training as identified by the line manager or the Senior Management Team.
- Carrying out all duties in the context of, and in compliance with, the School's Equal Opportunities, Health & Safety and other relevant policies.
- Any other duties that may be required of you to assist in the smooth running of the school as instructed by the class teacher, line manager or senior management. It may include supporting pupils on an integration programme at a mainstream school; ensuring all equipment is available and ready for use at the start of each lesson; keeping the classroom tidy and well-organised; preparing resources for classroom use; photocopying materials; mounting work for display.
- Supporting Physical Education and swimming through active participation including getting in the water with particular groups of children.
- This is a description of the main duties and responsibilities of the post at the date of production. The duties may change over time as requirements and circumstances change. The person in the post may also have to carry out other duties as may be necessary from time to time.

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General requirements:

- Applicants must show ability for working effectively with children with a range of complex special educational needs including autism, some of whom may display challenging behaviours.
  - Applicants must have the ability to work co-operatively with other professionals in a multi-disciplinary setting to meet the needs of the pupils.
  - Ability to undertake work which can be physically demanding from time to time.
  - Enhanced CRB check.
  - Strong commitment to furthering equalities in both service delivery and employment practice.
  - A willingness to operate flexibly within the role, which may mean reallocation to a different class or group of pupils without notice.
  - The post holder must at all times carry out his/her responsibilities with due regard to The Learning Trust's policy, organisation and arrangements for Health and Safety at Work.
  - It is your responsibility to carry out your duties in line with The Learning Trust's policy on Equality and Diversity and be sensitive and caring to the needs of others, promoting a positive approach to a harmonious working environment.
  - You must promote and safeguard the welfare of children, young and vulnerable people that you are responsible for or come into contact with.
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Job title:	Teaching Assistant
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## Person Specification

	Essential	Desirable
<b>Qualifications</b>		
1. Good level of literacy and numeracy to secondary education standards	✓	
2. Recognised child care qualification or being in the process of achieving this.		✓
<b>Experience</b>		
3. Able to demonstrate an interest in working with children in an urban multi-cultural environment and in accordance with the School's Equal Opportunities Policy.	✓	
4. Experience of working with pupils, either in a mainstream or Special school setting.	✓	
<b>Knowledge</b>		
5. Ability to work effectively with children with autism and severe learning difficulties some of whom may show challenging behaviours.	✓	
6. An understanding of child development and the impact of a learning disability.		✓
7. An understanding and awareness of the different learning styles for pupils with ASD and SLD.	✓	
<b>Skills</b>		
8. Ability to work co-operatively with other professionals in a multi-disciplinary setting to meet the needs of the pupils.	✓	
9. Ability to communicate effectively both orally and in writing.	✓	
10. An interest in and an ability to learn computer skills.		✓
11. Ability to relate well to children and adults.	✓	
12. Work constructively as part of a team, understanding classroom roles and responsibilities and your own position within these.	✓	
13. Participate in development and training opportunities eg. Positive handling training and Communication training- signs and symbols.	✓	



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