

# Minsthorpe Community College

## Job Specification

**Post Title :** Teaching Assistant – inclusive of SEN

**Reporting to:** Classroom Teacher (Supervision Activities  
Relating to Teaching and Learning)  
Line Management  
Ass. SENCO/Higher Level Teaching Assistant

**Location:** Minsthorpe Community College

**Grade:** 4

### Overall Purpose of the Post:

Under the direction and supervision of a teacher or line manager (eg Higher Level Teaching Assistant), to support students' learning, to attend to students' personal needs and to provide general support in managing students and the classroom.

<b>Knowledge, skills and experience requirements for the post</b>		
	<b>Essential</b>	<b>Essential/ Desirable</b>
<b>Qualifications/ Training</b>	<p>Level 2 Numeracy / Literacy or willingness to work towards this</p> <p>Support Work in Schools (S.W.I.S.) Level 2.</p> <p>Supporting students with S.E.N. Level 2 or 3 qualification</p>	<p>E</p> <p>D</p> <p>D</p>
<b>Knowledge/ Skills</b>	<p>Good numeracy/ literacy skills</p> <p>The ability to relate well with children and adults.</p> <p>The ability to work as a member of a team.</p> <p>Appropriate knowledge of First Aid</p> <p>Use of Technology e.g. ICT.</p> <p>Child Protection issues Health, Safety &amp; Security issues.</p> <p>Data Protection issues.</p>	<p>E</p> <p>E</p> <p>E</p> <p>D</p> <p>D</p> <p>D</p> <p>D</p>
<b>Experience</b>	Working or caring for children.	D

### **Responsibilities and accountabilities**

- To assist with the personal needs of students including social, health, physical, hygiene, first aid and welfare matters.
- To assist with the supervision of students ensuring their safety and access to learning.
- To prepare the classroom as directed for lessons and to clear afterwards.
- To assist with the display of work.
- To report to the teacher or line manager any student problems or behavioural difficulties in accordance with school policy.
- To report to the teacher or line manager on student progress and achievements in accordance with school policy.
- To assist the teacher or line manager by contributing as directed to a students' individual behaviour/education plan.
- To provide or gather routine information to or from parents/carers under the direction of the teacher or line manager.
- To provide general support with learning activities (e.g. literacy, numeracy, KS3, early years) to enable students to understand instructions and to ensure they remain on task.
- To assist with the maintenance of equipment and resources.
- To assist students in using resources, eg ICT.
- To assist with the supervision of students outside of lesson times, including before and after school and at lunchtimes. These duties shall be undertaken within the post-holder's contractual hours.
- To participate in school visits, assisting with activities as required.
- To undertake routine clerical duties including bulk photocopying and collecting dinner money.

Other duties commensurate with the grade of the post as directed by the Principal.

### **Responsibilities for resources:**

<b>People</b>	None
<b>Budgets</b>	None
<b>Physical Resources</b>	Effective use of learning materials and resources.

**Characteristics of the post:**

The ability to occasionally attend meetings as required by the Principal/Line Manager.

Employees are encouraged to participate in training activities in order to enhance their own personal development.

All employees of a school have a responsibility for promoting and safeguarding the welfare of children and young people.

The employment checks required of this post are:

- Evidence of entitlement to work in the UK.
- Evidence of essential qualifications – see page 1 of this specification.
- Two satisfactory references.
- Evidence of a satisfactory safeguarding check eg an Enhanced DBS Disclosure.
- A List 99 check.
- Confirmation of medical fitness for employment.

**Date completed:** 1 November 2013