**Job Description – Teaching Assistant**

**Reports to: Headteacher**

**Working hours: 9-4**

**Annual leave: School holidays**

**Salary: See Advert**

**Job Purpose**

To carry out the professional duties of a teaching assistant as circumstances may require and in accordance with the school's policies under the direction of the headteacher / head of education.

To support pupils to continue with their education during their admission at hospital for psychiatric treatment.

To assist in the day to day running of the school.

To supervise the activities of individuals and groups of pupils to ensure their safety and facilitate their physical and emotional development

Use specialist knowledge and skills to undertake those activities necessary to meet the physical and emotional needs of individuals and groups of pupils, specifically pupils with a range of educational, physical, social and emotional special needs

Use specialist knowledge and skills to foster the cognitive and social development of the pupils and undertake the tasks and activities required to develop them

Monitor individual pupil’s needs, progress, achievements and engagement and report them to the designated teacher as appropriate

Actively engage in the planning and delivery of educational activities and programmes of work and assist in the personal and individual development of individuals or groups of pupils

To support students in the classroom and assist in the implementation of their Educational Support Plans. These plans may call for the provision of one to one activities on the Wards

To support staff through information, advice and specialist support.

To work closely with the multi-disciplinary team within the hospital to ensure that the well-being and safety of children and young people are paramount.

To safeguard children and young people at all times.

**Areas of Responsibility and Key Tasks**

* Meet with new students and induct them to the school
* Assist the class teacher with learning activities in the classroom
* Contribute, if requested, to the formulation of Individual Education Plans including attendance at SEN/EHCP reviews and any other meetings relevant to the pupils
* Carry out appropriate activities as planned with the classroom, or beyond, or with groups of pupils, including administering baseline assessments
* Present and display pupils’ work to a high standard
* Prepare and organise teaching resources including the checking and maintaining of classroom equipment and materials, including the control of stock within the classroom
* Assist with the physical management of equipment
* General supervision duties, including supporting the behaviour management of the pupils, within the school’s agreed policies
* Assist the teacher, as required, in liaising with parents and other professionals
* Assist at an appropriate level with the provision of the general care and welfare of the pupils
* Help the teacher in designated tasks
* Support pupils in their independence by assisting them with tasks
* Provide support in Literacy and Numeracy, including the provision of Provision Teaching activities, as required
* Assist with the supervision of pupils within the school according to agreed policies and procedures
* Assist pupils to access the normal routines of the classroom
* Prepare or modify work and activities under the direction of the class teacher and support the child in carrying this out
* Contribute to meetings to discuss specific children’s progress and needs
* Be mindful of the need to maintain a safe environment at all times
* Adhere to and maintain the routines of the school and appropriate codes of conduct
* Support the ethos of the school and work collaboratively and supportively with other colleagues
* Assist with the support of group activities within and away from the classroom, including educational visits
* Ensure that pupils are able to safely use the equipment and materials provided and to be aware of the range of resources available
* Promote pupil independence in learning and reinforce pupil self-esteem through praise and encouragement
* Assist with the promotion of independence activities and self-help skills
* Maintain personal and professional development to meet the changing demands of the job, participate in appropriate training activities and encourage and support staff in their development and training
* Contribute to the planning of work to meet the needs of the National Curriculum, the Secondary Strategy
* During exam periods act as an invigilator if required
* Communicate with nursing staff as to the patients mental health and well being
* Maintain a safe and clean working environment in the classroom
* Work alongside the MDT and assist in the day to day care of the patients on the unit where needed
* To contribute to ward round summaries and attend when necessary
* Organise school’s records

Whilst every effort has been made to explain the main duties and responsibilities of the post, each individual task undertaken may not be identified.

Employees will be expected to comply with any reasonable request from a manager to undertake work of a similar level that is not specified in this job description.

Cygnet expects that the post holder will meet the professional standards for teaching assistants. http://www.naht.org.uk/welcome/news-and-media/key-topics/staff-management/professional-standards-for-teaching-assistants-published/

It is understood that areas of responsibility are from time to time subject to review and are negotiable in the light of the needs of the school and the professional development of the staff.

This job description may be reviewed at the end of the academic year or earlier if necessary.  In addition it may be amended at any time after consultation with you.

Head of Education, 22nd February 2017

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**Person Specification – Teacher**

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|  | ESSENTIAL | **DESIRABLE** |
| **EXPERIENCE** | Extensive experience of working with children and young people. | Experienced in a school setting  Experience of CAMHS services  Experience as a teaching assistant |
| **QUALIFICATIONS** | Minimum of five GCSE’s (or equivalent) including English and Mathematics at Grade C or above | Professional qualification relating to work with children and young people. e.g. teaching or social work |
| **KNOWLEDGE**  **AND SKILLS** | Extensive knowledge of the education system.  Secure knowledge of effective safeguarding and evidence of continued professional development.  Willingness to keep up to date with developments relating to CAMHS education.  Excellent interpersonal skills with both adults and children.  Willingness and ability to work as part of a team.  Ability to communicate effectively both verbally and in writing.  Ability to prioritise and organise own work.  Ability to work effectively to a high standard, on occasion, under pressure, meeting deadlines.  Knowledge of Health and Safety procedures and their application. | The ability for further career progression within the teaching profession  Competence in the use of Information and Communication Technology. |
| **APTITUDES:** | To have a ‘can do’ philosophy  To enjoy working with young people with divers needs.  To be flexible, energetic, adaptable and have the ability to use initiative.  To identify and develop opportunities  To carry out professional duties in a positive, helpful and courteous manner.  To have high aspirations and expectations for their students and themselves.  Committed to raising standards and continuous improvement.  To be dedicated to the success of the students, their teams, the school and themselves. | Committed to personal development.  Willingness to contribute to other areas of school life. |