TEACHING ASSISTANT / KEYWORKER (SEN)
JOB DESCRIPTION

Job Purpose

To support all the teaching and learning taking place at the Southover Partnership School.

Hours of work
Monday to Friday, 9:00am – 3.00pm

Responsible to
The Head of School

Support for Teachers
• Organise availability of resources/equipment including maintenance of IT equipment
• Work in classes under the direction of teachers
• Support teachers by working closely with them in managing students’ behaviour
• Teach students in the event of a teacher’s absence
• Prepare resources as requested by teachers
• Support teachers in behaviour management including positive handling when necessary
• Carry out any reasonable requests from the Managers

Support for Students
• Organise provision of refreshments for students
• Deal with accidents, emergencies and illness
• Maintain an Accident Book, incident book (bullying) and a First Aid Kit
• Plan and monitor effective deployment of your own time in unstructured times
• Mentor/“common sense” counsellor. Listening to student’s problems, worries and thoughts
• Build relationships with pupils in the less structured setting of break times
• Break time supervision – offering games football, gardening or chatting as the student requires

Support for the School
• Model good practice as a Teaching Assistant in lessons
• Distribute notes to teachers
• Inform Management of any issues arising in relation to the premises
• Ensure that staff keep the daily diary up to date
• Be responsible for liaising with the office throughout the day
• Keep a log of daily room use
• Ensure register is correctly marked and kept up to date
• Liaise with parents, carers, cabs and office if children are absent
• Ensure the signing in and out log (in the diary) is completed
• Inform the office when resources need replenishing
• Keep the store cupboards tidy and accessible
• Lock all equipment away
• Leave the classrooms tidy, including emptying the bins at the end of each day
• In the event of fire take the register and diary to the meeting point
• Official first aider
• Supporting New Staff

TEACHING ASSISTANT / KEYWORKER (SEN)
PERSONAL SPECIFICATION

Although no formal qualifications are required, it is essential that the post holder has prior experience of working with children of school age in either a paid or voluntary capacity. Youth work experience would be very useful and an ability to be able to relate effectively with disaffected youngsters is essential.

On-going training is integral to this role; the post holder will be expected to undertake relevant training as identified by the Deputy Head Teachers/Head Teacher, including the following:
• Positive handling
• First Aid
• Safeguarding children
• Educational therapy plus other training organised by the Southover Partnership.

All posts are subject to an enhanced Police Disclosure and Barring Check (DBS -December 2012)