



Job Title Teaching Assistant Level 3

Salary / grade range	Grade 4 (SCP 7-11) £20,092 - £21,748 (full year equivalent) 37 hours per week / Term Time + 5 days
Location	Co-op Academy Belle Vue
Reports to	SENCo

Purpose of role:

To plan, deliver and track targeted interventions, both inside and outside of the classroom, to enable children with SEND needs to make academic, social and emotional development. These interventions will be directed by the SENDCo and the post-holder will be accountable for the impact of said interventions.

The post holder will also be responsible for some elements of personal care for our students that need support.

Formal training will be provided where necessary in specialist strategies, moving and handling, medical interventions, safeguarding, PREVENT, GDPR and Team Teach (de-escalation and physical intervention to support challenging behaviour).

Key accountabilities (and specific duties / responsibilities):

Support for students

- Establish rapport and respectful, trusting relationships with students, acting as a role model and setting high expectations.
- Promote inclusion and acceptance of all students in the classroom by encouraging them to interact with each other and to engage in activities led by the teacher.
- The role may include supporting and implementing students' personal programmes, including social, health, physical, hygiene, and welfare matters. The



student may also need assistance to access different areas of the school. Following appropriate training and in line with school procedures, to administer basic first aid and/or medication as required.

- Supervise, assist and support all students, including those with special needs, to access learning activities, through your knowledge of the curriculum and knowledge of how students learn.
- Contribute to the development and implementation of Individual Education Plans and Behaviour Plans.
- Promote self esteem and independence, and employ strategies to recognise and reward achievement of self-reliance
- Promote positive values, attitudes and good pupil behaviour. Deal promptly with conflicts and incidents whilst encouraging pupils to take responsibility for their own behaviour, in line with established school policies.
- To lead on a caseload of students with EHCPs/complex needs in an identified year group, involving:
 - To coordinate the effective deployment of teaching assistant support in the year group to best meet the needs of key students
- To assist with the pastoral care of key students and elicit student feedback to feed into review meetings
- To identify underachievement with a view to establishing and coordinating improvement strategies in conjunction with teachers and Heads of Department.
- To monitor the effectiveness of interventions and report to SENCo.
- To support students through specific demands at key points of their education.
- To ensure student led profiles are up to date



- To lead on appropriate and age related interventions for the year group, eg accelerated reader, nurture form

Support for teachers

- Promote positive values, attitudes and good student behaviour. Deal promptly with conflicts and incidents whilst encouraging students to take responsibility for their own behaviour, in line with established school policies.
- Liaise sensitively and effectively with parents and carers as agreed with the teacher within your role/responsibilities and participate in feedback sessions/ meetings with parents under direction from a teacher.
- Work with the teacher to plan and implement lessons/activities, evaluating and adjusting lesson work / plans according to students' learning styles and individual needs and to meet predetermined learning objectives.
- Contribute to the setting up and on-going delivery of local and national learning strategies, e.g. literacy, numeracy, KS3, effectively utilising all alternative opportunities to support extended development of students' skills.
- Work in partnership with the teaching staff to ensure that appropriate differentiated learning activities are planned, delivered and monitored regularly, in order that children are working towards their expected outcomes.
- To read and understand individual Educational, Health and Care Plans and work with staff to ensure individual outcomes are being met.
- To liaise sensitively and effectively with parents/carers on a regular basis and participate in feedback sessions/meetings with parents as directed, e.g. EHCP reviews, formal and informal meetings with parents, LAC and PEP reviews.
- Work with the teacher to plan and implement lessons/activities, evaluating and adjusting lesson work / plans according to students' learning styles and individual needs and to meet predetermined learning objectives.



- Monitor and evaluate students' responses to learning activities through observation and planned recording of achievement against predetermined learning objectives. Provide objective and accurate feedback and reports as required on pupil achievement, progress, and other matters, ensuring availability of appropriate evidence.

Support for the academy

- Establish constructive relationships and communicate with other agencies/ professionals, in liaison with the teacher, to support the achievement and progress of students.
- Assist with extra curricular activities outside the classroom, working as part of a team to supervise students.
- Accompany teaching staff and pupils on visits, trips and out-of-school activities as required and take responsibility for a group under the supervision of a teacher.
- Act as cover, supervising whole classes occasionally, during short-term unforeseen absence of teachers. Maintain good order and keep students on task. Respond to students' questions and generally assist students to undertake set activities.
- Assist with the implementation of individual students' Education Health and Care Plans (EHCPs), Behaviour Plans – including meeting, personal hygiene, moving and handling, health, physiotherapy, eating and drinking, communication, sensory, de-escalation and physical intervention needs. Administer medicine in accordance with prescribed medicine, with pre-calculated dosage provided via naso-gastric tube, gastrostomy tube, orally or applied to skin, eyes and/or ears.
- Administer adrenaline auto-injectors (e.g. Epipens).
- Administer Buccal or intranasal midazolam and Hypo Stat or Gluco Gel.
- Assist with inhalers, cartridges and nebulisers.
- Emergency treatments covered in basic first aid training, including airway management.
- Monitor blood glucose and carbohydrate counting as agreed by the student's lead nursing /medical practitioner, e.g. GP, Paediatrician, Children's Diabetes



Nurse Specialist.

- Assist with nebulizer treatments.
- Assist with the general monitoring, maintenance and cleaning of any specialist medical equipment.
- storage, preparation, maintenance and use of equipment, including specialist resources such as communication, sensory, moving and handling, physiotherapy and medical equipment.

Standard Duties

- To understand the importance of inclusion, equality and diversity, both when working with pupils and with colleagues, and to promote equal opportunities for all.
- To uphold and promote the values and the ethos of the school.
- To implement and uphold the policies, procedures and codes of practice of the School, including relating to customer care, finance, data protection, ICT, health & safety, anti-bullying and safeguarding/child protection.
- To take a proactive approach to health and safety, working with others in the school to minimise and mitigate potential hazards and risks, and actively contribute to the security of the school, e.g. challenging a stranger on the premises.
- To participate and engage with workplace learning and development opportunities to continually improve own performance and that of the team/school.
- To attend and participate in relevant meetings as appropriate.
- To undertake any other additional duties commensurate with the grade of the post.

Values and ways of being

Co-op Academies Trust is committed to the values shared by co-operatives



everywhere:

- Self-help – we support learners, parents, carers and staff to help themselves.
- Self-responsibility – we encourage learners, parents, carers and staff to take responsibility for, and answer to their actions.
- Democracy – we give our learners, parents, carers and staff a say in the way we run our schools.
- Equality – we believe that the voice of each individual should be heard.
- Equity – we run our schools in a way that is fair and unbiased.
- Solidarity – we share interests and common purposes with our learners, parents, carers and staff, and with other schools in the communities we serve.

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) test (T)
<p>Qualifications</p> <ul style="list-style-type: none">• NVQ 3 for Teaching Assistants or equivalent qualification or experience• Literacy and Numeracy skills equivalent to Level 2 of the National Qualification & Credit		A / I A / I



<p>Framework</p> <ul style="list-style-type: none"> • Training in relevant learning strategies e.g. literacy/ Key Stage 3 and/or training in a particular curriculum or learning area e.g. bi-lingual, sign language, dyslexia, ICT, maths, and English. • Paediatric First Aid certificate (where appropriate) 		<p>A/ I</p> <p>A/ I</p>
<p>Experience</p> <ul style="list-style-type: none"> • Experience of working with children in an educational setting who may have different individual needs and learning styles • Experience of preparing/contributing to resources to support learning programmes • Experience of effectively using ICT and other technology such as digital recorders and photocopiers, and resolving straightforward problems in their operation • Experience of writing reports and contributing effectively to meetings 	<ul style="list-style-type: none"> • Experience of the use of hoists and physical positioning • Experience of therapy and health interventions • Team Teach trained • Trained in moving and handling 	<p>A / I</p> <p>A/ I</p> <p>A/ I</p>



Skills, Ability, Personal Qualities		
<ul style="list-style-type: none">• Initiative and confidence to advocate for students	<ul style="list-style-type: none">• Qualifications relating to post e.g. health, children, practical skills, first aid, minibus driving, food hygiene.	A / I
<ul style="list-style-type: none">• Interpersonal skills to build and maintain effective relationships with all students and colleagues		A / I
<ul style="list-style-type: none">• Communication skills to liaise sensitively with parents and carers		A / I
<ul style="list-style-type: none">• Creative skills to contribute to and adapt learning activities relating to the National Curriculum and other learning objectives		A / I
<ul style="list-style-type: none">• To promote a positive ethos and good role model		A / I
<ul style="list-style-type: none">• Team-work skills to work collaboratively with colleagues, understanding classroom roles and responsibilities and your own position within these		A / I
<ul style="list-style-type: none">• To continually improve own practice/knowledge through self evaluation		A / I



<p>Knowledge</p> <ul style="list-style-type: none">• Knowledge of relevant policies/codes of practice/ and awareness of relevant legislation and the responsibilities of the role within these for promoting students' welfare• Knowledge of national/foundation stage curriculum and other relevant learning programmes/strategies• Understanding of the principles of child development and learning processes• Understanding of equal opportunities and inclusion and how it applies in a school setting		<p>A/ I</p> <p>A/ I</p> <p>A/ I</p> <p>A/ I</p>

This post is subject to an enhanced DBS check. We value variety and individual differences, and aim to create a culture, environment and practices at all levels which encompass acceptance, respect and inclusion. All our colleagues are expected to demonstrate a commitment to co-operative values and principles, and the Ways of Being Co-op.