



# Ash Manor School

## Aspire and Achieve



### JOB DESCRIPTION & PERSON SPECIFICATION

CONTRACTUAL DETAILS	
Post Title:	Teaching Assistant- Maternity Cover
Grade:	S4
Hours:	30 hours per week, 39 weeks per year (term time only) incl 5 days INSET
Line managed by:	SENCO
Line management of:	N/A
ROLE PURPOSE	
<p><i>This is a draft job description and the areas of responsibility will be developed throughout the year to reflect the strengths of the post holder, their areas for development and aspirations.</i></p> <ul style="list-style-type: none"><li>❖ To provide support for students, the teachers and the school in order to raise standards of learning for SEND students in class.</li><li>❖ To encourage students to become independent learners and to support the inclusion of students in all aspects of school life</li></ul>	
CORE ACCOUNTABILITIES	
<p><b>Support for Students</b></p> <ul style="list-style-type: none"><li>❖ Establish productive working relationships with students, acting as a role model and setting high expectations.</li><li>❖ Provide in class support for identified students to enable them to access the curriculum and make progress.</li><li>❖ Promote the inclusion and acceptance of all students.</li><li>❖ Support students consistently, whilst recognising and responding to their individual needs.</li><li>❖ Encourage students to interact and work co-operatively with others and engage all students in activities.</li></ul> <p><b>Support for Teachers</b></p> <ul style="list-style-type: none"><li>❖ Liaise with teachers about specific students.</li><li>❖ Work within an established discipline policy to anticipate and manage behaviour constructively, promoting self-control and independence.</li></ul> <p><b>Support for the Curriculum</b></p> <ul style="list-style-type: none"><li>❖ Adapt and differentiate in class learning activities for SEND students and adjusting activities according to student responses/needs.</li><li>❖ Use students' interests and experiences to create engaging learning opportunities.</li></ul>	

**Support for the School**

- ❖ Comply with and assist with the development of policies and procedures relating to child protection, health, safety and security, confidentiality and data protection, reporting all concerns to an appropriate person.
- ❖ Be aware of and support difference and ensure all students have equal access to opportunities to learn and develop.
- ❖ Participate in training and other learning activities as required.
- ❖ Recognise own strengths and areas of expertise and use these to advise and support others.

**Responsibilities**

- ❖ Play a full part in the life of the school community, supporting its distinctive ethos and encouraging students to follow this example.
- ❖ Actively promote school policies and procedures.
- ❖ Take responsibility for own continued professional development.
- ❖ Comply with the school's Health & Safety policy undertaking risk assessments as appropriate.
- ❖ Adhere to the School's Safeguarding Policy.

**Liaison**

- ❖ Teaching and Support Staff
- ❖ Students

**Corporate & statutory initiatives – equalities/health & safety**

- ❖ Maintain an awareness of school, national and statutory policies and requirements and apply these in the workplace
- ❖ Undertake training as required

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

This Job Description is current at the date shown but following consultation with you, may be changed by Leadership to reflect or anticipate changes in the Job which are commensurate with the salary and Job Title.

**The School is committed to safeguarding and promoting the welfare of children and young people and expects all staff and volunteers to share in this commitment. The post holder will be subject to enhanced Disclosure and Barring Service (DBS) checks prior to commencing employment.**

Signed by Job Holder: ..... Date: .....

Signed by Line Manager: ..... Date: .....

**Teaching Assistant:**  
**PERSON SPECIFICATION**

Attributes	Essential	Desirable
Education, Training and Qualifications	<ul style="list-style-type: none"> <li>• Grade C (or equivalent) at GCSE level in English and Maths</li> </ul>	<ul style="list-style-type: none"> <li>• Show willing to undertake appropriate CPD to fulfil the role</li> </ul>
Experience and Knowledge	<ul style="list-style-type: none"> <li>• Ability to relate well to children and adults</li> <li>• Enthusiasm, drive and a love for the job</li> <li>• Excellent interpersonal skills both in working relationship with young students and in forming effective professional relationships</li> <li>• Work constructively as part of a team</li> <li>• Ability to self-evaluate learning needs and actively seek learning opportunities</li> <li>• Shows a personal commitment to safeguarding and promoting the welfare and rights of young people</li> <li>• Committed to high personal standards at all times</li> <li>• Ability to form and maintain appropriate relationships and personal boundaries with children and young people</li> </ul>	<ul style="list-style-type: none"> <li>• Has a basic knowledge of how schools are organised and managed</li> </ul>
Self-Management Skills and Abilities	<ul style="list-style-type: none"> <li>• Ability to use language and other communication skills that students can understand and relate to</li> <li>• Ability to establish positive relationships with students and empathise with their needs</li> <li>• Ability to demonstrate active listening skills</li> <li>• Ability to consistently and effectively implement agreed behaviour management strategies</li> <li>• Ability to provide levels of individual attention, reassurance and help with learning tasks as appropriate to students, encouraging the student to stay on task</li> <li>• Ability to offer feedback to students to reinforce self-esteem</li> <li>• Ability to work effectively and supportively as a member of the school team</li> <li>• Ability to work within and apply all school policies e.g. behaviour management, child protection, Health &amp; Safety, Equality etc.</li> </ul>	<ul style="list-style-type: none"> <li>• Confident using ICT in day to day practise</li> </ul>
Personal	<ul style="list-style-type: none"> <li>• Have high expectations of themselves and students</li> <li>• Is committed, resilient, robust, resourceful, keen and enthusiastic</li> <li>• Calm disposition</li> <li>• Keen to embrace the opportunities and challenges of the post</li> <li>• Excellent time-management and multi-tasking skills</li> </ul>	

	<ul style="list-style-type: none"> <li>• Ability to work under pressure and to tight deadlines</li> <li>• Demonstrates fairness, honesty, integrity and confidentiality in existing practice and conduct as a professional</li> <li>• Shows positive commitment to organisational principles</li> </ul>	
Safeguarding	<b>The School is committed to safeguarding and promoting the welfare of children and young people and expects all staff and volunteers to share in this commitment. The post holder will be subject to enhanced Disclosure and Barring Service (DBS) checks prior to commencing employment.</b>	