

Aurora

Job Description

Job Title:	Level 3 Teaching Assistant
Reporting to:	Teacher
Location:	Hedgeway

Main Purpose

The purpose of the Teaching Assistant is to support the children with their learning and general wellbeing to ensure every child has the best opportunity to reach their full potential in a caring and safe environment. Supporting positive behaviour management adopting a tailored approach to the individual child. On occasion, the TA will support the Teacher with the overall running of the class and delivery of lessons including some team teaching and modelling of techniques.

Key Accountabilities

- To be accountable to the school leadership team in all areas of work and responsibilities.
- To support the Class Teacher in areas of the day to day running of the class.

Key Duties

Pupil Welfare and Safeguarding

- Take responsibility for safeguarding and promoting the welfare of pupils according to the school's policies, including safeguarding and PREVENT.
- Provide meaningful feedback on pupil behaviour, relationships and attitudes.
- Monitor behaviour and concentration levels of the children and intervene to resolve issues. Adapt own behaviour and responses to any change or escalations in behaviour of the children. Ensure all documentation is completed correctly for records of incidents, health, behaviour etc. as necessary.
- Promote spiritual, moral, social and cultural (SMSC) development and British values within the PSHE policy and across the whole school.
- Ensure a high standard of personal care for the pupils, carefully monitoring the health and well-being of the pupils and passing on information to relevant colleagues and other professionals with both concerns and positive changes.
- To attend to pupils' personal needs when required including toileting, hygiene, dressing and eating as well as help with social, welfare and health matters.
- Establish a positive relationship with pupils in order to support them in feeling safe and enabling them to enjoy and learn.
- Promote and encourage independence and personal development and maintain high expectations of behaviour at all times and support in the achievement of this.
- Promote pupils' cognitive, social, emotional, behavioural, physical development and spiritual well-being through a whole Waking Day Curriculum.

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- Work with pupils on therapy or care programmes, designed and supervised by a therapist/care professional.
- Contribute to behaviour flow charts and risk assessments and maintain these to meet the needs of the young people.

Supporting Teaching and Learning

- Provide learning activities for individuals and groups of pupils under the direction of a teacher, differentiating and adapting learning programmes to suit the needs of allocated pupils. Reinforce learning concepts presented by teachers, model techniques and strategies as appropriate.
- Select and adapt appropriate resources/methods to facilitate agreed learning activities.
- Support the development of, and implement, learning activities and experiences, appropriate to the class group, by supporting the delivery of a broad and balanced curriculum aiming at pupils achieving their full potential in all areas of learning.
- To take an active role in key areas of responsibility across the school including displays and organising resource.
- Develop and implement individual plans for specific pupils (such as the educational elements in an EHCP), including attendance at, and contribution to, reviews if requested.

Pupils Attainment and Progress

- Work with the children and support their learning, providing further explanation where needed, and provide feedback in relation to attainment (under the guidance of the teacher).
- Under the guidance of the Teacher, help collate evidence and information that support pupils' attainment and progress.
- Work co-operatively with colleagues, parents/carers and professionals involved following a multi-disciplinary approach and supporting the pupils' Waking Day Curriculum.

Monitoring and Recording

- Participate in the planning and evaluation of learning activities.
- Provide meaningful feedback on pupil attainment and progress, including next steps.
- Monitor and record pupil responses and learning achievement, drawing any problems which cannot be resolved to the attention of the teacher.
- Ensure all documentation is completed correctly for records of incidents, health, behaviour, etc as necessary.
- Communicate effectively both verbally and in writing with colleagues and stakeholders to ensure that relevant information regarding students is effectively communicated to support their development and wellbeing at all times.

Career Path Development and School Development

- Further own professional development by engaging in reflective practices and continuous professional development and appraisal, including attending all statutory training required and provided.

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- Contribute to the community life of the school by taking an active part in the preparation and celebration of both community and multi-cultural events.
- Respond to the varying and changing needs of the school and undertake duties and tasks to the highest ability in order to achieve the smooth running of the school.

Knowledge, Skills and Experience

Qualifications

- L3 award in supporting teaching and learning in schools or equivalent

Knowledge and Experience -:

- Previous experience (at least one year) of working as a L2 qualified or equivalent TA.
- Relevant knowledge and experience of pupils with SEN relevant to Provision
- Understanding of the Safeguarding principles and Child Protection procedures
- Experience of managing a range of approaches to behaviour, including managing behaviours that challenge.
- Experience working within education is advantageous
- Experience of working within a multi-cultural, inclusive setting

Skills

- Commitment to the role, the desire to put the child first and treat them as an individual
- Be positive and creative in meeting pupils' needs
- Work on your own initiative as well as part of a team
- Work collaboratively with other staff and professionals with good interpersonal skills
- Good numeracy and literacy skills
- Competent ICT skills
- Be flexible, adaptable and solution focused.
- Able to work within the parameters of the physical demands of the job role

Requirements of Role

- Eligibility to work within the UK
- Satisfactory Enhanced DBS with barred list checks
- Be able to meet the demands of what can be physically challenging work at times.
- Depending on the location/nature of some Provisions the role may require a full valid driving licence.
- Availability and involvement in activities outside of the school and of the school day.

Additional Information

As part of the Aurora Group everyone is:

- expected at all times to behave and act in a way which promotes and contributes to the overall aims, values and ethos of the Company.
- required to participate in regular training and other learning activities, and in supervision, appraisal and development as required by the Company's policies and procedures
- required to participate in any relevant current and new legislative and regulatory activities as may occur from time to time
- required, through personal example and clear action, to demonstrate commitment to equality and diversity ensuring equality of access and treatment in employment and service delivery to all.
- Required to promote The Aurora Group's Health and Safety at Work Policy and Procedure and ensure these are implemented effectively.
- The Aurora Group takes seriously its responsibility for safeguarding and is committed to safeguarding and promoting the welfare of children and young adults. Therefore, everyone

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employed by the Aurora Group is expected to share this and act accordingly by applying organisations policies and procedures and attending regular safeguarding training.

This job description sets out a summary of the key features of the role. It is not intended to be exhaustive and will be reviewed and amended periodically to ensure it remains appropriate for the role.