



# **Teaching Assistant**

## **Job Pack**

# Job Description

**Job Title:** Teaching Assistant

**Reports to:** SENDCO

**Salary Scale:** NJC Scale 3, Spine Point 5-6

**Duration:** Permanent

**Working Pattern:** 35 hours per week, Term Time Only.

Hours 8.20am - 15.40pm four days per week, 8.20am - 16.30pm one day per week.

## Job Purpose

As a Teaching Assistant you will:

- Support students to make accelerated progress in their lessons through dynamic classroom support strategies.
- Contribute towards individual student SEND records by suggesting bespoke strategies, that you have trialled in the classroom, that would benefit the learner in other classrooms to foster independence.
- Provide personalised support that meets the needs of students with SEND. Some of these needs will be medical and/or personal, in addition to their learning needs.
- Liaise with classroom teachers to plan for progress for the students you support.
- Ensure all SEND policy requirements are met for learners in your care.

## Key Accountabilities, Duties and Responsibilities

- To use a range of support methods and resources, including ICT, appropriate to the needs of individuals and groups, as directed by the class teacher/SENDCO.
- To support the organisation of the learning environment, including the production, maintenance and storage of resources.
- To meet regularly with the Class Teacher/SENDCO to discuss student's progress and to plan and review support.
- To attend formal meetings to discuss student's progress with parents and other professionals as part of the relevant staff group.
- Make appropriate arrangements for pupils with specific special educational needs and disabilities.
- To support the school's aims and ethos.
- To be familiar with, actively support, and comply with all the school's policies and procedures e.g.
  - Health and Safety
  - Equal Opportunities
  - Child Protection/Safeguarding
  - Behaviour
- To undertake supervision of students during break time, lunch time and any other time during working hours, as directed by the SENDCO.
- To undertake care tasks related to student's physical welfare in accordance with LEA guidance and procedures. This can involve intimate and personal care, including toileting, changing and feeding.
- To accompany students and teachers on educational visits and trips during contracted hours.
- To provide care with regard to the physical welfare of children/students.

- Support pupils with mobility issues, such as use of wheelchairs, hoists and manual handling.
- To be a trained First Aider.
- To administer medicine to pupils with medical needs in accordance with medical advice and training.
- To actively participate in the school's performance management scheme, as specified in school policy, meeting regularly with the postholder's line manager, in accordance with the scheme, ensuring that performance standards/targets are set and met within the agreed time scale.
- To undertake other relevant and appropriate training during contracted hours, as identified with the line manager at a Performance Management Review.
- To undertake other similar duties commensurate with the grade provided such duties are within the competence of the postholder.

**Other Duties** - The duties and responsibilities in this job description are not exhaustive. The postholder may be required to undertake other duties that may be required from time to time within the general scope of the post. Any such duties should not substantially change the general character of the post. Duties and responsibilities outside of the general scope of this grade of post will be with the consent of the postholder.

## Safeguarding

- The post-holder will have due regard for safeguarding and promoting the welfare of children and young people and will follow the child protection and safeguarding procedures adopted by Mulberry Schools Trust. Any safeguarding and child protection issues will be acted upon immediately by informing a Designated Child Protection Lead.
- The Trust as an employer is committed to safeguarding and promoting the welfare of children and young people as its number one priority. This commitment to robust Recruitment, Selection and Induction procedures extends to organisations and services linked to the Trust on its behalf.

## Health and Safety

The Health and Safety at Work Act (1974) places duties on all employees:

- To take reasonable care for their own Health and Safety and that of other persons who may be affected by the individual's acts or omissions at work.
- To co-operate with management to enable them to carry out their duties and comply with all relevant Health and Safety legislation.
- Not intentionally nor recklessly to interfere with or misuse anything provided in the interests of health, safety or welfare.

## Data Protection

- All staff within the Trust have a responsibility to ensure that data they are responsible for is accurate and appropriate to the needs of the organisation, and that they are responsible for ensuring any personal data processed for any purpose or purposes in connection with their role in the Trust shall not be kept for longer than is necessary for that purpose or those purposes, in accordance with the Data Protection Act 2018.

## Equality, Diversity and Inclusion

- Adhere to the Trust's policies and ensure anti-discriminatory practice in all aspects of the role.
- Responsibility for ensuring compliance with equality legislation in all aspects of the role.

The duties and responsibilities in this job description are not exhaustive. The postholder may be required to undertake other duties that may be required from time to time within the general scope of the post.

This job description is correct at the date of publication and may alter over time as the needs of the School/Trust changes.

## Declaration

I acknowledge that I have read, understood and received a copy of the job description.

Signed \_\_\_\_\_ Date \_\_\_\_\_ (Postholder)

Signed \_\_\_\_\_ Date \_\_\_\_\_ (Principal)

# Person Specification

## Qualifications and experience

- Graduate (desirable).
- An NVQ Level 3 Teaching Assistant qualification (or equivalent) is desirable.
- English and Maths GCSE at grade C or above (or the equivalent level).
- Previous experience in SEN, care work, or supporting children/young adults with additional needs.
- Experience in schools where students are drawn from diverse backgrounds.
- Experience of working with young people to support their development.
- First aid training (if not trained, this is mandatory and will be provided to the post holder – so willingness to train).

## Knowledge and skills

- An understanding of strategies that support students to learn in the classroom.
- An understanding of strategies to support students reading.
- An understanding of the issues of inclusive education.
- An understanding of the use of ICT to support learning and teaching.
- Very competent literacy skills both in spoken and written English.
- Confidence and professionalism when delivering personal/intimate care and physical support.

## Personal attributes

- An infectious enthusiasm for SEND and a relentless drive for excellence.
- A sophisticated understanding of diversity and inclusion and a commitment to providing outstanding education regardless of disadvantage.
- Has a commitment to his/her own continuing professional development.
- Presents as a positive role model in carrying out duties and when representing the school.
- Can work effectively as part of a team.
- Is able to work under pressure and meet deadlines.