

Job Description

Job Title:	Teaching Assistant JD and PS
Reporting to:	Head Teacher (dotted central reporting lines as appropriate)
Department/Location:	Leaways School

Main Purpose

To support teachers and pastoral/therapeutic staff in providing for the personal development and support of pupils' learning and progress. To also support the development of learning, independence, communication and behaviour under the guidance of the teaching and pastoral/therapeutic staff.

Main Duties and Responsibilities

To be part of a classroom team, under the direction of the class teacher and or learning mentors.

To work alongside the teacher/SLT/Pastoral teams to maintain a purposeful, orderly, supportive, stimulating and safe environment.

To support student's learning in lessons and take a proactive approach to applying a range of strategies in order to engage students in lessons.

To deliver small group/1:1 interventions where necessary under the guidance of the teacher, pastoral team, SENCO and/or therapeutic team.

To assist with the development of resources/displays for teaching activities, alongside teaching/pastoral staff.

To assist staff in delivering educational programmes, designed by the teacher, mentors and the therapists working in school.

To take part in team meetings, reporting on pupil performance

To support pupils with their personal and behavioural development

To supervise pupils during leisure time including whilst learning outside the classroom. (Outdoor and enrichment curriculum learning activities)

To be aware of the school's child protection policies and procedures and report immediately to the class teacher and or the head teacher any concerns about a pupil's wellbeing

To use experienced staff as a source of advice and guidance in developing own practice

Use communication strategies as identified in IEPs/pastoral and positive behaviour plans and specialist programmes.

Support pupils in developing ICT skills.

To use ICT skills in their everyday work

Follow Health and Safety procedures and report issues promptly.

Follow BMPs and Risk Assessments using identified strategies to keep everyone safe.

To undertake flexibly any other reasonable requests made by the head teacher, head of department or class teacher in line with the duties of support staff.

Equal Opportunities: The School has a strong commitment to achieving equality of opportunity and expects all employees to implement and promote this in their own work.

Health and Safety: The School is committed to a healthy and safe working environment and expects all its employees to implement and promote its policy in all aspects of their work.

Confidentiality: The School is committed to maintaining the privacy of all its staff and pupils. It expects all staff to handle all individuals' personal information in a sensitive and professional manner. All staff are under an obligation not to gain access or attempt to gain access to information they are not authorised to have.

Safeguarding: The School is committed to safeguarding and promoting the welfare of children, young people and vulnerable adults and expects all staff and volunteers to share this commitment.

Additional Information

This is a description of the main duties and responsibilities of the post on the date of production. The duties may change over time as requirements and circumstances change. The person in the post may also have to carry out other duties as may be necessary from time to time.

Person Specification

	Essential	Desirable
An English/Maths qualification at level 2 demonstrating English language fluency or the ability and willingness to work towards this.	✓	

A relevant childcare, health or social care qualification at level 2 or be working towards a relevant qualification.		✓
Experience working in a school or similar environment		✓
Experience working in a special school		✓
Experience working with children or adults with disabilities/SEMH/ASC	✓	
Experience working with people who display challenging behaviour		✓
Understands the needs of students with learning difficulties		✓
Understands the needs of autistic pupils		✓
Able to use teaching methods; TEACCH, sensory approaches		✓
Able to use specialist communication approaches;		✓
Willing to undertake training and other CPD activities in order to further develop the specialist skills needed for the role	✓	
Ability to speak more than one language		✓
Able to drive a minibus		✓
Understands safeguarding procedures relating to the role	✓	
Willing to participate in full range of curriculum activities	✓	
The candidate is willing to put our students needs at the centre of all they do at work.	✓	
Committed to the principle of encouraging young people to progress and work towards independence	✓	
Able to work in team	✓	
Ability to work both at teacher direction and, where appropriate using own initiative	✓	
Sensitivity to the challenges faced by students, staff and families in the school's community	✓	

Approachable, polite and professional	✓	
Resilient. Able to meet demands of a challenging high-pressured environment and deal with emergencies when required	✓	
Flexible. Able to manage reasonable change when required	✓	
High expectations of self and others	✓	
Committed to equality of opportunity for all	✓	