**JOB TITLE: Teaching Assistant**

Job Description

**JOB PURPOSE**

|  |
| --- |
| * To deliver interventions and work within classrooms and the learning centre to facilitate learning and ensure progress of students. |

**DUTIES**

|  |
| --- |
| **Specific DUTIES**   * In liaison with the classroom teacher, to support students in achieving their individualised targets * To provide learning support for the pupil in class or in withdrawal situations, either 1:1 or small groups * To develop knowledge of the particular needs of the child and seek advice from the SENDco, class teacher and outside agencies as required * To aid access to the full range of learning experiences both inside and outside the classroom and provide modified materials as required e.g. worksheets, games, visual prompt cards etc. * To make or modify resources as suggested and advised by the SENDCo, Educational Psychologist or other outside agencies * To be involved in the planning and preparation of the day to day class activities. * To organise and maintain an inclusive learning environment both in the classroom and outside. * Motivate and encourage students * Provide positive reinforcements, praise and rewards * To attend in service training and relevant meetings relevant to the post in order to keep up to date with developments in working with children with special educational needs. * To act as a positive role model to all pupils * To have a positive attitude * To record and take responsibility for measuring the progress made in interventions   **Supporting the Class Teacher and LSCO**   * To attend planning meetings with the class teacher/SENDCo to develop learning programmes and to assist in the delivery of interventions * To provide regular feedback to the class teacher, SENDCo and relevant outside agencies about the pupil’s difficulties and progress   **SUPPORTING THE SCHOOL**   * To foster links between home and school * To understand and apply the school policies on learning and behaviour, and the statutory guidelines relating to disability discrimination and special educational needs. * To maintain confidentiality and sensitivity to the pupil’s needs but have regard to the safeguarding procedures of the school and One School Global * To carry out duties as directed by the SENDco or Head Teacher   **General Duties**   * To perform such other duties as may be requested from time to time, commensurate with the role * Uphold and promulgate the Focus ethos within all areas of responsibility * Contribute to, share in and promote the wider and longer-term vision of OSG UK and OneSchool. * To promote equality, diversity and inclusion and demonstrate this within the role, adhering to the OSG UK Equal Opportunity Policy * Comply with and support the implementation of all School and OSG UK policies * To adhere to Health & Safety Policies and ensure all tasks are carried out with due regard to Health and Safety * To work with due regard to confidentiality and the principles of Data Protection, encouraging others to do the same   **PERSONAL Duties**   * To set an example of positive personal integrity and professionalism, with positive, appropriate and effective communications and relationships at all levels * Ensure high standards are maintained, progressed and promoted in all areas of work * To undertake appropriate professional development and positively participate in the appraisal of own performance * Communicate and co-operate effectively and positively with specialists from outside agencies where applicable * Attendance at staff meetings as appropriate   **SAFEGUARDING** |
| OneSchool Global UK and its affiliated schools are committed to safeguarding and protecting the children and young people that we work with. As such, all posts are subject to a safer recruitment process, including the disclosure of criminal records and vetting checks.  We ensure that we have a range of policies and procedures in place which promote safeguarding and safer working practice across the school. This is in line with statutory guidance Keeping Children Safe in Education 2016 and The Education Act, we expect all staff and volunteers to share this commitment |

**Reporting To**

|  |
| --- |
| * Reporting to SENDCo * No direct reports or ongoing supervision to others |

**SUPPORT FOR THE ROLE**

|  |
| --- |
| The role is supported on occasion by the headteacher  OneSchool Global UK provides a range of support services in areas such as ICT, recruitment, HR, policies, resources and compliance. |

**ISSUED BY**

|  |
| --- |
| OneSchool Global UK  Issue date: June 2019 |

**JOB TITLE: Teaching Assistant**

**PERSON SPECIFICATION**

|  |  |  |
| --- | --- | --- |
| **Specification** | **Essential** | **Desirable** |
| **Experience and Knowledge** | * Experience of planning and delivering interventions * Experience of measuring impact of interventions * Experience across key stages * Working on a 1:1 basis, with a group or in a whole class setting |  |
| **Education and Qualifications** | * GCSEs in English and Maths at C or above | * Teaching assistant qualification level 2 or above * ELSA Training |
| **Skills and Abilities** | * Good positive behavior management * Competent and confident user of ICT * Good communication skills written and verbal * Good organisational skills * A positive role model of professional practice and conduct of others |  |
| **Training** | * Willingness to undertake relevant training and identify own development needs * Committed to ongoing CPD and Professional development |  |
| **Attributes and Attitudes** | * Working under your own initiative * Being a team player * Resilience * Flexible approach and positive attitude towards work * Punctual and reliable * Ability to adapt to changes in the workplace * Willing to learn and travel to training events |  |
| **Equality, diversity and inclusion** | * Knowledge, understanding and commitment to equality, diversity and inclusion informed by practical experience and application |  |
| **Safeguarding** | * Knowledge, understanding and commitment to safeguarding and promoting the welfare of students * Ability to form and maintain appropriate relationships and personal boundaries with students |  |

The post holder will be required to complete an enhanced Disclosure Barring Service (DBS) Check with appropriate barred list checks, or the equivalent, and must be eligible to work in the UK.

OneSchool Global UK is committed to safeguarding and promoting the welfare of children and young people and expects all staff to share this commitment.

All staff are expected to be committed to the Equal Opportunities Policy.