

# Aurora

## Job Description

Job Title:	Level 2 Teaching Assistant
Reporting to:	SENDCo/ School SLT
Location:	Brooklands, Leyland

### Main Purpose

The purpose of the Teaching Assistant is to support the children and young people with their learning and general wellbeing to ensure every child has the best possible outcomes and preparation for adult life in a caring and safe environment. Where necessary this will include meeting care needs as well as positive behaviour management.

### Key Accountabilities

- To be accountable to the school leadership team in all areas of work and responsibilities.
- To support the Class teacher in all areas of the day to day running of the class.
- Proactively contributes to reflective practice and planning for learning.
- To ensure learning environments and shared areas are safe and prepared ready to meet the needs of the students
- Proactively supports the wellbeing of all.

### 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 wellbeing 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 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 Curriculum.
- When supporting students adhere the provided student profiles, behaviour support plan, risk assessment and care programme.

#### Supporting Teaching and Learning

- Implement, and when appropriate, adjust learning activities as agreed with the Class teacher. Reinforce learning concepts presented by the Class teacher.

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- Support learning by arranging/providing resources for lessons/activities under the direction of the Class teacher.
- Work collaboratively with the school team and the wider Aurora team to promote best possible outcomes for all.
- Select and adapt appropriate resources/methods to facilitate agreed learning targets.
- Contribute to the development of, a broad and balanced curriculum that is ambitious to ensure all pupils achieve their best possible outcomes and preparation for adult life.
- Ensure that learning resources are well managed to optimize the best outcomes.
- 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.
- Contribute to MDT work and discussions.

## **Pupils Attainment and Progress**

- Support all young people in their learning and provide feedback and in relation to attainment.
- Under the guidance of the Class teacher, help collate evidence and information that supports pupils' attainment and progress.
- Work co-operatively with colleagues, parents/carers and professionals involved following a multidisciplinary approach and supporting the young people's Curriculum.

## **Monitoring and Recording**

- Participate in the planning and evaluation of learning activities and Personal Learning Outcome (PLO) targets.
- Provide meaningful feedback on pupil attainment and progress.
- Support the Class Leader in monitoring, assessing, recording and reporting pupils' progress according to the school's policies to monitor and foster pupils' progress in all areas of learning.
- 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 always support their development and wellbeing.

## **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.
- 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 to achieve the smooth running of the school.

## **Knowledge, Skills and Experience**

### **Qualifications**

- At least level 2 Maths and English or equivalent.
- Team Teach Certificate

### **Knowledge and Experience - desirable:**

- 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.
- Willingness to work towards Level 3 Teaching Assistant qualification
- Experience working in education is advantageous

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- Experience of working within an inclusive setting
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## Skills

- Commitment to the role, the desire to put the child first and respect 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
- Ambitious for individual and school development and growth.
- Good numeracy and literacy skills
- Competent ICT skills
- Be flexible, adaptable and solution focused.
- Be resilient and determined.
- Proactive in the promotion of the wellbeing of all, including oneself.
- Able to work within the parameters of the physical and emotional 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 and emotionally challenging work at times.
- Depending on the location/nature of some provisions, the role may require a full valid driving licence, or willingness to learn
- Availability and involvement in activities outside of the school and of the school day.

## Additional Information

As part of the Aurora Group everyone is:

- always expected 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 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.**