

Job Description

POST:	Teaching Assistant / Personal Assistant (Male) (Level 2)
RESPONSIBLE TO:	Principal, Director of SEND
GRADE:	SCP 5–7 Pro-Rata (Full time equivalent £21,575 - £22,369 / ProRata £18,475 - £19,155)
KEY RELATIONSHIPS:	Academy Leadership Team; relevant teaching and associate staff; LA representatives; partner professionals; parents; local community; other Oasis Academies and Oasis Community Learning central staff.
LOCATION:	Oasis Academy Leesbrook, Oldham
WORKING PATTERN:	Full-time and as described in the School Teachers' Pay and Conditions Document, Term Time only
JOB PURPOSE:	Within the Academy, supporting a Year 11 male student with special education needs for which he requires additional and different provision
DISCLOSURE LEVEL:	Enhanced

Job Purpose:

- To undertake personal support duties and assist the student in the day to day needs, to enable the teacher to implement the curriculum and respond to the students' needs.
- To maintain completely confidentiality on all school matters.
- Provide support for class teachers and help the student with their educational and social development, both in and out of the classroom.
- To contribute to the provision for the student within a class or year group.
- To contribute to the promotion of the well-being of student within the Academy.
- To promote and safeguard the welfare of the student you support, or other students you come into contact with.
- Be responsible, as a member of staff, for promoting and developing a positive culture and to ensure diversity within the Academy community is recognised and respected. • Contribute to the development of the Academy's vision, values and aims and to abide by agreed professional behaviours and attitudes.
- To supervise and assist the student during break and lunch times.

Main duties and responsibilities:

Within the Academy, support a Year 11 male student with special education needs for which he requires additional and different provision in the following areas:

- **Cognition and Learning:** Barriers in line with his medical condition, i.e. organisation skills and physical support
- **Social, Emotional and Mental Health:** Mental well-being and quality of life
- **Physical Development:** Mobility, fine motor skills and self-care needs

- Provide the student with the level and type of support specified by the teacher, whilst at the same time encouraging them towards independence and accepting responsibility for their own behaviour.
- Establish a good relationship with the student by using language and other communication skills that the students can understand and relate to.
- Encourage the student to interact with others in an appropriate and acceptable manner.
- Promote positive student behaviour in line with Academy policies by the use of praise and encouragement.
- Help the student with hygiene, where necessary.
- To assist with language and other activities under the direction of the teacher.
- To supervise and support the activities of the student under the direction of the teacher. • Supervise the student in the dining area ensuring good standards of behaviour and manners and reporting any incidents of unacceptable behaviour to the Principal or other member of the Senior Leadership Team.
- Work under the direction of the teacher to prepare and maintain an effective learning environment, by preparing work materials and apparatus and clearing up afterwards.
- Set out learning materials as directed by the teacher so that the student is able to participate safely and effectively in the planned activities.
- To liaise regularly with the teacher and/or take part in planning meetings, inset days and any other meetings as required.
- Provide consistent and effective support for colleagues in line with the requirements and responsibilities of your role.
- To assist in the recording of lessons and assessment as required by the teacher.
- To take part in training activities offered by the Academy and the county to further knowledge.
- To take part in activities and internal/external events, as may be required.

Safeguarding children and young people

Oasis is committed to safeguarding and promoting the welfare of children and young people. We expect all staff to share this commitment and to undergo appropriate checks, including enhanced DBS checks.

Health and Safety Statement

So far as is reasonably practicable, the post holder must ensure that safe working practices are adopted by employees, and in premises/work areas for which the post holder is responsible, to maintain a safe working environment for employees and service users. These are defined in the Oasis Community Learning Health and Safety policy, departmental policies and codes of practice.

OTHER:

The person undertaking this role is expected to work within the policies, ethos and aims of the Academy and to carry out such other duties as may reasonably be assigned by the Principal.

The post holder will be expected to have an agreed flexible working pattern to ensure that all relevant functions are fulfilled through direct dialogue with employees, contractors and community members.

The above responsibilities are subject to the general duties and responsibilities contained in the Statement of Conditions of Employment.

The duties of this post may vary from time to time without changing the general character of the post or level of responsibility entailed.

Teaching Assistant / Personal Assistant (Male)

Person Specification

Our Purpose

Oasis Academies exists to provide a rich and balanced educational environment which caters for the whole person - academically, vocationally, socially, morally, spiritually, physically, emotionally and environmentally. Our task is to serve our students as well as to provide a learning hub for the entire community. In this way we will raise aspirations, unlock potential and work to achieve excellence through encouraging a 'can do' culture which nurtures confident and competent people.

Oasis Community Learning Ethos

Our ethos is an expression of our character - it is a statement of who we are and therefore the lens through which we assess all we do. Our work is motivated and inspired by the life, message and example of Christ, which shapes and guides every aspect of each of our schools. This is foundational to our belief that all people are created and loved by God as equal and unique beings, and to our commitment to model inclusion and compassion throughout all the aspects of the life and culture of each Academy community.

For further information, please refer to the Education Charter document which accompanies this job description.

	Essential	Desirable
Education & Qualifications	<ul style="list-style-type: none"> • GCSE / O Level English and Maths • Teaching Assistant Level 2 • Experience of establishing positive relationships with children • Experience of preparing basic materials for children • Experience supporting children with SEN / an EHCP 	<ul style="list-style-type: none"> • An Occupational Health qualification • Grade C equivalent GCSE Maths and English • A basic knowledge of National Curriculum requirements for the sector • A basic knowledge of Health and Safety requirements in a school environment
	Essential	Desirable

<p>Experience, Skills and Knowledge</p>	<ul style="list-style-type: none"> • Ability to use language and other communication skills that children can understand and relate to • Ability to demonstrate active listening skills • Ability to empathise with the needs of children • Ability to undertake observations of individual students and complete lesson records under the direction of the teacher • Ability to work within and apply all Academy policies e.g. behaviour management, Health & Safety, Equal Opportunities, Safeguarding, Confidentiality • Ability to work effectively with colleagues • Ability to maintain confidentiality. • Ability to form and maintain appropriate relationships and personal boundaries with children 	<ul style="list-style-type: none"> • Understanding of the role of the class teacher, the parent or carer in developing and maintaining an effective learning environment • Current first aid certificate • Ability to work on own initiative, including recognition of the appropriate level at which to refer issues elsewhere for effective resolution • Basic knowledge of IT • Emotional resilience in working with challenging behaviours and attitudes to use of authority and maintaining discipline. • Ability to reflect • Ability to demonstrate patience with firmness.
<p>Work Circumstances</p>	<ul style="list-style-type: none"> • Commitment to safeguarding and promoting the welfare of children. • Willingness to undergo appropriate checks, including enhanced DBS checks. • Motivation to work with children. • Have a willingness to demonstrate commitment to the values and behaviours which flow from the Oasis ethos. 	