

**Post:** Teaching Assistant SEMH

**Responsible to:** Headteacher

**MAIN PURPOSE OF THE JOB:**

To work under the instruction/guidance of the Class Teacher/Senior Leadership Team (SLT) in order to:

- Support students to become independent learners.
- Promote social and emotional development.
- Support students' individual behaviour targets
- Support students to enable them to participate fully in the social and academic activities within the Academy.

**KEY RESPONSIBILITIES OF THE JOB HOLDER:**

To contribute to the development and improvement of pupils' participation in learning and Academy life.

1. Establish constructive relationships with students and interact with them according to individual needs.
2. Create and maintain a purposeful, orderly and supportive environment in accordance with lesson plans.
3. Use strategies in liaison with the Class Teacher to support students to achieve academic and EHCP targets.
4. Promote good student behaviour, dealing with conflict and incidents in line with established policy and encouraging students to take responsibility for their behaviour.
5. Establish constructive relationships with parents/carers.
6. Assist with maintaining the classroom environment.

9. To attend team meetings and participate in activities that support the senior leadership team in the ongoing priorities, systems and policies of the school.
10. To assist and support other members of staff to ensure the smooth running of the school including involvement in offsite activities.

### **General**

1. To promote a high level of safeguarding understanding for all pupils.
2. To carry out the duties and responsibilities of the post in accordance with Bramley Oak Academy policies and relevant to health and safety guidance and legislation.
3. To use IT systems as required to carry out the duties of the post in the most effective manner.
4. To participate in performance management and undertake training and professional development as appropriate.
5. To undertake other duties appropriate to the post that may reasonably be required by SLT.
6. To ensure that all services within the areas of responsibility are provided in accordance with Bramley Oak Academy's commitment to high quality provision.
7. At all times, carry out the responsibilities of the post with regard to Bramley Oak Academy Equal opportunity policies.
8. Attend school-based meetings and complete relevant administrative tasks.
9. Be physically fit and prepared to undertake positive handling training with all staff as required by the SLT.
10. Be prepared to use, and support other staff, using positive handling techniques as a last resort in conflict management.
11. To work across the Academy as directed by the SLT.

**The scope of this profile reflects the needs of the Academy at the present time; it is not intended to be a fully inclusive or exhaustive list. The post holder may therefore be expected to work flexibly and perform such other duties other than those given in the job description.**

**The particular duties and responsibilities attached to the post may vary from time to time without changing the general character of the duties or the level of responsibility entailed. The profile will be subject to continuous review as the needs and requirements of the Academy change over time.**

**PERSON SPECIFICATION: Teaching Assistant SEMH**

| <b>Qualifications:</b>   | Essential | Desirable |
|--|-----------|-----------|
| GCSE Grade 4 or equivalent in English and Maths                          |           | √         |
| NVQ2 for Teaching Assistants or equivalent qualifications or experience. |           | √         |

| <b>Knowledge and Experience:</b>                       | Essential | Desirable |
|--|-----------|-----------|
| Working with or caring for children of relevant age.   | √         |           |
| Basic understanding of child development and learning. |           | √         |

| <b>Skills and Competencies:</b>   | Essential | Desirable |
|---|-----------|-----------|
| Sufficient command of spoken English as defined under the Code of Practice on English language requirements for public sector workers.                            | √         |           |
| Good numeracy and literacy skills with the expectation that you will reach functional skills Level 2 in English and Maths within a year of working at the school. | √         |           |
| Ability to build effective working relationships with a range of partners and stakeholders.   | √         |           |
| Strong interpersonal skills and an ability to communicate clearly both orally and in writing  | √         |           |
| Ability to prioritise competing demands.  | √         |           |
| Ability to work as part of a team.  | √         |           |

| <b>Other Qualities:</b>  | Essential | Desirable |
|--|-----------|-----------|
| Capacity to work under pressure and to meet deadlines.   | √         |           |
| Capacity to work flexibility and to adapt to the changing needs of the pupils being taught.                    | √         |           |
| Excellent attendance and punctuality.  | √         |           |
| Ability to form and maintain appropriate relationships and personal boundaries with children and young people. | √         |           |
| A commitment to continuous professional development at both personal and team levels.                          | √         |           |
| An understanding of, and commitment to, the Bramley Oak Academy's Equality and Diversity policies.             | √         |           |
| An understanding of, and commitment to, the Bramley Oak Academy's Health and Safety Policies.                  | √         |           |
| A commitment to safeguarding and promoting the welfare of children and young people.                           | √         |           |