

Teaching Assistant YPA

Job description and person specification

Job description

Post title: Teaching Assistant
Salary: Grade 3
Position: 37 hours per week, Term Time Only
Reports to: Behaviour/Pastoral Support

Diverse Academies is a multi-academy trust with a vision to inspire, to raise aspirations and to create brighter tomorrows. Across primary, secondary and special settings, we share a common mission to nurture curiosity, develop wellbeing and empower children and young people to go beyond their aspirations. Together, we believe we can make a difference in our diverse communities, and in the lives of those who learn with us and work with us.

We empower. We respect. We care.

Purpose of the post

To work with the SENDCo and teaching staff to support the holistic development of pupils, providing specialist support to the teacher in any aspect of the curriculum. To support a pupil with complex needs and a diagnosis of severe autism in school and in transitions to an adult placement. To help provide a structured timetable for the pupil.

Main duties and responsibilities

Teaching Assistants are members of a multi-disciplinary team, under the leadership and supervision of the Principal and the Behaviour/Health Lead. They will;

Support the pupil by:

- Undertaking activities with the pupil to ensure their safety and facilitate their physical, emotional and educational development.
- Carrying out pre-determined educational activities and work programmes whilst promoting independent learning.
- Working to establish a supportive relationship with the pupil and parents concerned.
- Promoting and reinforcing the child's self-esteem.
- Supporting individual behaviour plans.
- Encouraging co-operative and effective interactions.
- Dealing with conflict or anti-social behaviour
- Having a knowledge of all roles and responsibilities related to the care and support of the pupil.
- Ensuring college links are fully supported and ensuring a smooth transition into adult services.
- Preparation of learning materials and resources, adapting the environment when necessary.
- Supporting the maintenance of pupil safety and security.
- Respond to signs of health problems e.g. asthma attacks, epilepsy
- Using intervention strategies appropriately, manage conflict with de-escalation techniques, positive handling and recovery strategies.
- Attend to pupil's personal needs ensuring dignity at all times.

Support the teacher by:

- Monitoring pupil needs and reporting these to their designated supervisor as appropriate.
- Keep such records of the pupil's development as are required by the school.
- Working in general and specialist teaching areas including PE, Sensory Room, Hydrotherapy Pool, CDT rooms and swimming pool.
- Supporting the implementation of strategies to manage pupil behaviour.
- Helping and supporting within the team through good working relationships.



- Attending CRB training sessions to develop skills in dealing with challenging behaviours.

Support colleagues/team working by:

- Responding promptly to protect self and others from risks during episodes and challenging behaviour.
- Supporting colleagues by having knowledge of what to do when called to assist.

Additional

- We all have a responsibility for providing and safeguarding the welfare of children and young people we are responsible for or come into contact with.
- Collectively, we share and co-develop best practice for the benefit of all our academies.
- We promote the employment of people with disabilities and will make adjustments considered reasonable to the above duties.
- You will have the opportunity to access the very best professional development and therefore may be required to attend, from time to time, training courses, conferences, seminars or other meetings.
- This job description is not an exhaustive list of duties and the post holder will be required to undertake any other reasonable duties discussed and directed by the line manager.
- We empower our colleagues to enable our pupils and pupils to meet the highest possible standards, and we recognise that all our staff have a role in improving pupil outcomes.
- The contents and allocation of particular responsibilities and duties may be amended after consultation from time to time as part of a broader structural review.
- We have an established framework of core principles and practice to which all our academies subscribe, which are developed and agreed on in collaboration.
- It is a condition of your employment you are expected to adhere to our policies, procedures and guidelines.

Person specification

The following qualities are all deemed fundamental to the requirements of the post. The Trust will, therefore, be seeking evidence of these in the selection process, which will include the application, interview(s) and references.

The Trust is seeking to appoint highly skilled, dynamic, flexible and committed staff with the potential to help us realise our vision and strategic objectives. The appointing panel will, therefore, require sufficient evidence of ability and achievement in each of the following areas in order to make an appointment.

Category	Essential	Desirable	Evidence
Qualifications			
NVQ 3 for Teaching Assistant qualification or equivalent work experience	✓		Application form
HLTA qualification		✓	
Good numerical and literacy skills to GCSE standard or equivalent	✓		
Experience, Knowledge and understanding			



Working with or caring for children of a relevant age	✓		Application form Interview Portfolio of work References
An understanding of specific learning difficulties and or physical impairments.	✓		
Ability to work successfully with pupils who have special educational needs, including those who have behaviour support needs		✓	
Training in the relevant learning strategies e.g. literacy		✓	
Experience of, or training in, dealing with challenging behaviours such as biting, kicking and hair pulling		✓	
Commitment to the safeguarding and welfare of all pupils and providing equality of opportunity	✓		
Personal attributes, qualities and leadership skills			
Work constructively as part of a team, understanding classroom roles and responsibilities and own position within these	✓		Application Interview Portfolio of work References
Ability to relate well to children and adults	✓		
Display commitment to protection and safeguarding of children and young people	✓		
Respectful and fair	✓		
Commitment to undertake Coping with Risky Behaviour training	✓		
Shows commitment to a supportive, coaching culture	✓		
Commitment to ongoing personal and professional development	✓		
Core			
The post holder will be subject to an enhanced Disclosure & Barring Service check	✓		Pre-employment checks
Prior to confirming an appointment to the Trust, individuals are asked to complete a medical questionnaire in order that the Trusts Occupational Health provider can ascertain their medical fitness for the post	✓		