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| **POST: Teaching Assistant** |  | | | | |
| RESPONSIBLE TO: Teacher / Member of school leadership team | | | | |  |
| STAFF MANAGED: None | |  | | | |
| POST REF: | |  |  |  | |
| **JOB PURPOSE:** | To work, under the direction of the teacher and other appropriate staff, in assisting in and contributing to the planning, delivery and evaluation of the learning process. The post holder will work in classrooms , or other appropriate locations as part of a professional team to support teaching and learning for a pupil with a range of needs including: moderate, severe, profound and multiple learning difficulties, , social, emotional, communication, sensory or physical difficulties. | | | | |
| **JOB CONTEXT:** | Required to work within a small independent school (with special religious status) with an age range of 7 to 18.  Due to the nature of the student’s needs, the postholder must be able to meet the physical demands and duties of the role  Enhanced DBS clearance required | | | | |
| **ACCOUNTABILITIES / MAIN RESPONSIBILITIES** | | | | | |
| Operational Issues | * Provide support for learning activities for an individual pupil or pupils under the direction and supervision of a qualified teacher or Assistant , working to differentiated and adapted learning activities to suit the needs of the pupil(s). * Using agreed structured observation as directed by teaching staff to feedback on learning,, participation and achievement. * Observe, record and report on student performance , drawing any issues to the teachers attention * Interact with the student/sin ways that support the development of their ability to think and learn, including the use of careful questioning * Support with disabilities or special educational needs through the provision of care and encouragement to the child or young person * Assist in moving and handling individuals using specialist equipment as required * Assist teachers in the implementation of appropriate teaching & learning strategies * Work with identified student/s with additional requirements to meet their personal support needs * Assist in the administration of emergency and daily medication to pupils & keep accurate records * Carry out tasks associated with pupils’ personal needs, including toileting, hygiene, dressing, feeding, (including personal intimate care) and welfare, including physical and identified health needs(under the direction of staff), whilst encouraging independence * Support the use of ICT and adhere to relevant policies * Support learning by preparing materials and learning areas, and undertaking minor clerical duties e.g. photocopying and displaying student/s work * Assist in escorting the student/s on trips outside the school environment. * Assist children & young people with their feeding needs * Work with pupils on therapy or care programmes, designed and overseen by a therapist or care professional * Undertake rota duties as required | | | | |
| Communications | * Liaise with external agencies, other professionals, staff, parents/carers as appropriate e.g. to provide updates on progress when directed to do so by line managers * Use other appropriate forms of communication when needed * Communicate and establish effective relationships with the student/s, using appropriate communication aids and methods where appropriate * Provide support and encouragement | | | | |
| Resource management | * Demonstration of own duties and specialist equipment to other support staff as required * Participate in the performance management process * Participate in training and other learning activities to keep knowledge and skills up to date * Participate in staff meetings * Required to use, clean and maintain specialist equipment e.g. specialist chairs, walking devices, lifting equipment and communication aids * Maintain suitable learning environments such as preparing and setting up activities for lessons and tidying away at the end of the day. | | | | |
| Safeguarding | * To be committed to safeguarding and promote the welfare of   children, young people, raising concerns as appropriate.   * Understand and evaluate risks to safeguard the welfare of the children & young people * Be responsible for promoting and safeguarding the welfare of children and young people that you are responsible for or come into contact with * Comply with safer working practices | | | | |
| Systems and Information | * Contribute to maintaining accurate student records linked to daily routine e.g. toileting, medication * Share information confidentially about students with other staff, parents/carers, internal and external professional as appropriate * Pay due regard to professional boundaries, maintaining appropriate levels of confidentiality * Support teaching staffing monitoring, assessing and recording pupil progress | | | | |
| Planning and Organising | * Assist teaching staff in planning and organising learning activities for pupils * Contribute to the planning, organising and implementing individual development and care plans for pupils, and contribute to reviews | | | | |
| Data Protection | * To comply with the school and Focus policies and supporting documentation in relation to Information Governance * including Data Protection, Information Security and Confidentiality. | | | | |
| Health and Safety | * Be aware of and implement your health and safety responsibilities as an employee and where appropriate any additional specialist or managerial health and safety responsibilities as defined in the Health and Safety policy and procedure. * To work with colleagues and others to maintain health, safety and welfare within the working environment. | | | | |

**PERSON SPECIFICATION**

**JOB TITLE: Teaching Assistant**

| **Essential upon appointment** | **Desirable on appointment** (if not attained, development may be provided for successful candidate) |
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| **Knowledge** |  |
| * An understanding of complex associated needs e.g. behaviour, medical, physical, sensory, autism * An understanding of child/young people’s development and learning processes * An understanding that children/young people have differing needs and knowledge of inclusive practice | * Knowledge of Health & Safety legislation & procedures for recording accidents * Knowledge of child protection legislation and safeguarding procedures * Knowledge of behaviour management techniques |
| **Experience** |  |
| * Experience of working with children and young people | * Experience of administering medication and keeping appropriate records * Experience of working with children and young people with moderate, severe, profound and multiple learning difficulties in an educational setting |
| **Occupational Skills** |  |
| * Demonstrable ICT skills and ability to use them as part of the learning process, * Good observation skills * Caring skills * Ability to work successfully in a team * Ability to informally risk assess conditions and make appropriate decisions in emergency situations * Ability to relate to children & young people * Good written and verbal communication skills; able to communicate effectively and build good relationships with all teachers, children, young people, families and carers * Confidentiality * Ability to prevent and/or manage challenging behaviour. * Good reading, writing and numeracy skills * Ability to be solution focused | * Creativity |
| **Qualifications** |  |
| * Childcare qualification at level 2 or equivalent * Willingness to undertake training to meet the requirements of the role e.g. personal care, manual handling, first aid training | * First Aid qualification * Level 3 qualification or equivalent to evidence good numeracy and literacy skills |
| **Other Requirements** |  |
| * To be committed to the school's policies and ethos * To be committed to Continuing Professional Development * Motivation to work with children and young people * Ability to form and maintain appropriate relationships and personal boundaries with children and young people * Emotional resilience in working with challenging and injurious behaviours and attitudes * Ability to use authority and maintaining discipline * An empathy for equality & diversity * Flexibility |  |

**JOB DESCRIPTION & PERSON SPECIFICATION**