



KINGSMEAD

– Achieving through Caring –

Job Description

School Type:	Secondary School – Academy (11-16 years)
Department:	Special Education Needs and Disabilities (SEND)
Job Title:	Teaching Assistant (TA)
Responsible To:	Headteacher
Reports To:	SENDCo
Main Purpose of Job:	
<ul style="list-style-type: none">• To assist the Headteacher, SENCO and other SEND staff in the development and implementation of programmes of work for students in both the Additional Educational Needs bases and classrooms.• To provide a stable, caring and supportive learning environment, which enables students to achieve their full learning potential and facilitates their social and moral development.• To work with students, either individually or in groups, who have complex additional educational needs and may include students presenting moderate to intensive challenges. This could mean working with students with substantial disabilities, or behavioural problems.	
Main Responsibilities and Duties:	
<p>To support the teaching and learning process. Typically, the job will include all, or most of the following elements:</p> <p>Under the guidance and direction of the SENCO, Assistant SENCO and / or class Teacher:</p> <ul style="list-style-type: none">• Develop, maintain and apply knowledge and understanding of students' general and specific learning needs to ensure that support is given to them at an appropriate level and outstanding progress made. <p>The postholder will have day to day 'keyworker' responsibility for named students where they will:</p> <ul style="list-style-type: none">• Meet with the student(s) regularly.• Follow up any concerns and liaise with staff when necessary.• Liaise with parents and outside agencies as required.• Attend meetings for individual students where directed.• Maintain detailed keyworker notes to help monitor student progress/ attainment.	

- Review and update Student Support Plan (SSP) targets with the student.

Learning support is delivered individually and in groups through a range of tasks, mainly:

- Supporting and directing literacy and numeracy tasks, clarifying and explaining instructions.
- Focusing support in areas needing improvement, both academic and social.
- Working with and supporting students to ensure they are able to use ICT and other specialist equipment to enhance their learning.
- Motivating and encouraging students to concentrate on and fulfil the tasks set.
- Undertaking learning activities with students of varying abilities to ensure differentiation and access to the curriculum.
- Seeking to ensure the promotion and reinforcement of students' self-esteem, appropriate levels of effort and behaviour and guiding students to become independent learners.
- Reviewing individual student targets.

Assist teaching staff in the development of learning strategies, with the provision of teaching and learning resources and in the preparation and maintenance of a safe, secure and suitable learning environment.

- Assist in the development, monitoring and evaluation of programmes of work.
- Photocopy and use ICT systems for administration and educational purposes.
- Contribute to monitoring of systems for review and recording of students' progress.
- Assist in the preparation for educational visits and where appropriate accompany students.
- Attend and contribute to meetings and in-service training events, within contracted hours or outside normal hours by agreement.

To provide care and supervision of students within the classroom, within the school and outside of the school:

- When required, supervise students using playgrounds, cloakrooms, showers and toilet facilities.
- Assist in the supervision of GCSEs, yearly examinations and tests/ assessments as directed.
- Act as reader and/ or amanuensis as required.
- Develop an understanding of and provide for students' specific personal needs to ensure a safe learning environment. This may include providing some direct personal care, support and assistance to the student in respect of toileting, eating and mobility.
- In an emergency-type situation, the Teaching Assistant would stay with the group/ individual and send a student for the assistance of the SENCO, Assistant SENCO or a member of the Senior Leadership Team (SLT).
- Believe in the school's ethos of supporting students' achievement through caring.

Additionally, under the overall direction of the SENCO, Assistant SENCO and teaching staff, the job may include some or all of the following duties, depending on the needs of students:

- Under the direction of Health Service professionals, undertake activities in support of occupational, physio and speech therapy.
- To undertake the role of mentor as and when required.

- To work with student groups, using a range of strategies to gain acceptance and inclusion of students with additional educational needs.
- Monitor and support students engaged on work experience programmes if necessary.

Other Responsibilities and Duties:

Working with staff, parents/carers, and relevant professionals

- Communicate effectively with other staff members and students, and with parents and carers under the direction of the SENDCo.
- Communicate their knowledge and understanding of students to other school staff and education, health, and social care professionals, so that informed decision making can take place on intervention and provision.
- Contribute to meetings with parents and carers by providing feedback on student progress, attainment, and barriers to learning, as directed by teachers.
- With the class teacher, keep other professionals accurately informed of performance and progress, or concerns they may have about the students they work with.
- Understand their role in order to be able to work collaboratively with classroom teachers and other colleagues, including specialist advisory teachers.
- Collaborate and work with colleagues and other relevant professionals within and beyond the school.
- Develop effective professional relationships with colleagues.

Health and safety

- Promote the safety and wellbeing of students and help to safeguard students' wellbeing by following the requirements of Keeping Children Safe in Education (KCSIE) and our school's child protection policy.
- Look after children who are upset or have had accidents.

Professional development

- Help keep their own knowledge and understanding relevant and up to date by reflecting on their own practice, liaising with school leaders, and identifying relevant professional development to improve personal effectiveness.
- Take opportunities to build the appropriate skills, qualifications, and/or experience needed for the role, with support from the school.
- Take part in the school's appraisal procedures.

Safeguarding

- Work in line with statutory safeguarding guidance (e.g., Keeping Children Safe in Education, Prevent) and our safeguarding and child protection policies.
- Promote the safeguarding of all students in the school.

The TA will be required to follow school policies and the staff code of conduct.

Please note, this is illustrative of the general nature and level of responsibility of the role. It is not a comprehensive list of all tasks that the TA will carry out. The postholder may be required to do other duties appropriate to the level of the role, as directed by the Headteacher or SENDCo. This job description may be amended at any time in consultation with the post holder.

Agreed that the Job Description is a fair and accurate statement of the requirements of the job:

Job Holder: Date:

Headteacher: Date:

Person Specification

CRITERIA	QUALITIES
Qualifications and training	<p>Essential</p> <ul style="list-style-type: none"> • GCSE or equivalent level, including at least a Grade 4 (previously Grade C) in English and maths. • First-aid training, or willingness to complete it.
Experience	<p>Essential</p> <ul style="list-style-type: none"> • Experience working in a school environment or other educational setting. • Experience working with children / young people. <p>Desirable</p> <ul style="list-style-type: none"> • Experience of working with individuals who have a combination of learning, social, emotional or behavioural needs. • Experience delivering and supporting learning activities.
Skills and knowledge	<p>Essential</p> <ul style="list-style-type: none"> • While the level of student needs will vary from time to time, the postholder will be working with students who find it difficult to access basic student entitlement. They may present more frequent challenges and where their attention span presents greater issues, there will be a need for high levels of patience to attain students' individual targets. • Excellent organisational skills, a working knowledge of ICT and an ability to deal with a wide range of demands during a day. • Good oral and written communication skill, with a firmness when needed. • A willingness to attend courses as required to enhance the knowledge, understanding and skills to improve the level and quality of support given to students and teachers. <p>Desirable</p> <ul style="list-style-type: none"> • A background knowledge of the National Curriculum and a school's procedures and policies.
Personal qualities	<p>Essential</p> <ul style="list-style-type: none"> • Enjoyment of working with children. • Sensitivity and understanding, to help build good relationships with students. • A commitment to getting the best outcomes for all students and promoting the ethos and values of the school. • Commitment to maintaining confidentiality at all times. • Commitment to safeguarding student's wellbeing and equality. • Resilient, positive, forward looking, and enthusiastic about making a difference. • Capacity to inspire, motivate and challenge children and young people.