**JOB TITLE: Teaching Assistant**

**Job Description**

**JOB PURPOSE**

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| * To provide in class support to SEND students under the direction of the Learning Support Coordinator (LSC)
* To support student learning in class and in small group settings within a self-directed learning philosophy
* The role is central to the efficient and effective provision of SEND support within the school.
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**DUTIES**

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| **Specific DUTIES** **Support for students and teachers within a self-directed learning philosophy*** Under the direction of the class teacher, deliver learning support using knowledge and specialist skills, using our learning tools such as SOLO, ASK and SDL
* Work with students, understanding how to motivate and encourage them to achieve and progress through the development of their Attributes, Skills and Knowledge (ASK)
* Work with the LSC and other teachers to develop and implement ILPs
* Promote the inclusion and acceptance of all students within the classroom
* Encourage students to interact and work co-operatively with others and engage in all activities through support of their ASK
* To build and maintain successful relationships with pupils, treating them consistently and being concerned for their development as learners, supporting them and responding to their individual needs
* Establish productive working relationships with staff and students
* Organise and manage an appropriate learning environment and resources including classroom displays
* Provide objective and accurate feedback and reports as required on student achievement, progress and other matters, ensuring the availability of appropriate evidence
* Record progress and achievement in lessons/activities systematically and provide evidence of range and level of progress and attainment
* Work within an established discipline policy to anticipate and manage behaviour constructively, promoting self-control and independence
* To be familiar with the school curriculum, the age related expectations of pupils and main teaching methods for age ranges in which you are involved
* Accompany pupils as directed and supervised by the responsible teacher within school and on educational visits/trips, in accordance with guidance on School Journeys
* Assist with the supervision of pupils, e.g. as they arrive/leave the class and at break time and when required at lunchtime
* Be responsible for the management of stock levels and for deployment, maintenance, quality and Safety of Specialist equipment, selecting resources necessary to lead and support learning activities
* Use ICT effectively to support learning activities and develop pupils’ competence and independence in its use, in line with the School’s ethos and general practice
* Perform any duties that the Senior Leadership of the School shall from time to time determine and are appropriate to the post

**Strategic Direction and Development of the School*** Demonstrate high standards of personal integrity, loyalty, discretion and professionalism
* Publicly supporting all decisions of the Head Teacher and the CA Team
* Working with the Learning Support Coordinator and Head Teacher to sustain high expectations and excellent practice in teaching and learning for students with SEND throughout the school
* To help to prepare the school to achieve Outstanding in inspections

**General Duties*** To perform such other duties as may be requested from time to time, commensurate with the role
* Uphold and promulgate the School’s ethos within all areas of responsibility
* Contribute to, share in and promote the wider and longer-term vision of OneSchool Global
* To promote equality, diversity and inclusion and demonstrate this within the role, adhering to the OneSchool Global UK Equal Opportunity Policy
* Comply with and support the implementation of all School and OneSchool Global UK policies
* To adhere to Health & Safety Policies and ensure all tasks are carried out with due regard to Health and Safety
* To work with due regard to confidentiality and the principles of Data Protection, encouraging others to do the same

**PERSONAL Duties*** To set an example of positive personal integrity and professionalism, with positive, appropriate and effective communications and relationships at all levels
* Ensure high standards are maintained, progressed and promoted in all areas of work
* To undertake appropriate professional development and positively participate in the appraisal of own performance
* Communicate and co-operate effectively and positively with specialists from outside agencies where applicable
* Attendance at staff meetings as appropriate

**SAFEGUARDING** |
| OneSchool Global UK and its affiliated schools are committed to safeguarding and protecting the children and young people that we work with. As such, all posts are subject to a safer recruitment process, including the disclosure of criminal records and vetting checks.We ensure that we have a range of policies and procedures in place which promote safeguarding and safer working practice across the school. This is in line with statutory guidance Keeping Children Safe in Education 2016 and The Education Act, we expect all staff and volunteers to share this commitment  |

**Reporting To**

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| * Reporting to Learning Support Coordinator and Head Teacher
* No direct reports or ongoing supervision to others.
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**SUPPORT FOR THE ROLE**

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| The role is supported on occasion by SENDCO and Teaching StaffOneSchool Global UK provides a range of support services in areas such as ICT, recruitment, HR, policies, resources and compliance.  |

**ISSUED BY**

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| OneSchool Global UK: Issue date: September 2019 |

**JOB TITLE: Teaching Assistant**

**Person Specification**

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| **Specification** | **Essential** | **Desirable** |
| **Experience and Knowledge** | * Experience of working with children
* Experience of working in a supervisory capacity with children in a school
* Experience of working as part of a team
 | * Experience of working as a TA
* Full working knowledge of relevant current policies/codes of practice/legislation
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| **Education and Qualifications** | * A good standard of education including GCSE A\*-C in English and Maths
* Excellent communication skills, both verbal and written
* Confident IT skills including Microsoft Word, Excel, Outlook and PowerPoint
* Meet Teaching Assistant standards or equivalent qualification or experience (NVQ Level 3/4)
 | * 5 GCSE A\* - C including maths and English
* Knowledge of SIMS or similar school based MIS
* Specialist skills/training in curriculum or learning area e.g. bilingual, sign language, ICT
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| **Skills and Abilities** | * Can use ICT effectively to support learning
* Ability to communicate effectively at all levels
* Excellent inter personal skills, including with young children
* Strong time management and organisational skills
* Ability to work under pressure and still produce accurate work
* Ability to work with minimal supervision and to act on own initiative
* Good understanding of child development and learning processes
* Understanding of SEND procedures
* Work constructively as part of a team. Understanding classroom roles and responsibilities and your own position within these
 | * A first aid qualification – or willingness to train
* Have modelling skills and expertise as a learning coach to support students and self-study
* Understanding of statutory frameworks relating to teaching
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| **Training** | * Willingness to undertake relevant training and identify own development needs
* Committed to ongoing CPD and professional development
* Constantly improve own practice/knowledge through self-evaluation and learning from others
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| **Attributes and Attitudes** | * Approachable and empathetic
* Organised and resourceful
* Of smart appearance
* Flexible approach and positive attitude towards work
* Punctual and reliable
* Ability to adapt to changes in the workplace
* Enthusiasm for helping support both staff and SEND students
* Willingness to be challenged and able to take on the views of others
* Desire to work within a ‘Self-Directed Learning’ framework
* Tact and diplomacy
* Sensitivity to the needs of all individuals
* Approachable and reliable, able to maintain a sense of humour
* Willingness to work within a Christian ethos
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| **Equality, diversity and inclusion** | * Knowledge, understanding and commitment to equality, diversity and inclusion informed by practical experience and application
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| **Safeguarding**  | * Knowledge, understanding and commitment to safeguarding and promoting the welfare of students
* Ability to form and maintain appropriate relationships and personal boundaries with students
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The post holder will be required to complete an enhanced Disclosure Barring Service (DBS) Check with appropriate barred list checks, or the equivalent, and must be eligible to work in the UK.

OneSchool Global UK is committed to safeguarding and promoting the welfare of children and young people and expects all staff to share this commitment.

All staff are expected to be committed to the Equal Opportunities Policy.