**Elysium Children and Education: Teaching Assistant**

Full or part time considered (up to 37.5 hours per week)

Salary: Dependent on skills, qualifications and experiences

Start date: ASAP

**POST TITLE:** Teaching Assistant

**RESPONSIBLE TO:** The Headteacher

**JOB SUMMARY**

To carry out the professional duties as outlined below in collaboration with other members of the education team and in liaison with other stakeholders which may include; doctors, speech therapist, occupational therapist, psychologists etc.

To support pupils individually and in small groups to ensure that every pupil achieves their potential and makes progress in their learning, behaviour and social skills

To have the highest regard for the welfare and safety of all students and share in the school’s responsibility and duty to safeguard all students in the school.

**TEACHING and LEARNING**

* Supporting the delivery of lessons under the guidance of a teacher
* Implementing clear teaching objectives and supporting assessment
* Making effective use of assessment and ensuring breadth of access to learning
* Providing clear visual structures for lessons maintaining pace, motivation and appropriate challenge for individuals with ASD and other learning and behavioural difficulties
* Providing the highest standard of support, assisting pupils in achieving their maximum potential
* Implementing student profiles
* Using a positive approach to behaviour management
* Utilising ICT wherever possible to enhance and support pupil progress

**ASSESSMENT**

* making baseline assessments and statutory assessments
* keeping records of progress and achievement including making relevant entries in the pupil’s medical notes (where required)

**MULTI-DISCIPLINARY LIAISON** (where required)

* working collaboratively with members of the multi-disciplinary team and sharing information with team members both formally and informally
* complying with all site policies and procedures
* participating in audits/clinical governance as required

**TRAINING and PROFESSIONAL DEVELOPMENT**

* participating in all mandatory/statutory training
* participating in performance management/appraisal
* identifying/attending purposeful educational training needs that will benefit you, other colleagues and/or young people
* maintaining high professional standards and boundaries at all times
* reflecting on and evaluating your own personal performance and participating in supervision
* to comply with a policies and procedures

**HEALTH and SAFETY**

* having regard for the health and safety of yourself and others in the workplace and complying with any safety and statutory regulations
* Attending to the personal needs of young people if / as required
* reporting any actual or potential health and safety issues, breaches in security
* maintaining the security of the hospital, its premises and property at all times
* ensuring that you and your colleagues are familiar and comply with all fire regulations and evacuation procedures and adhere to these in the event of an emergency

This job description provides a framework for the post holder to work within and cannot be considered exhaustive. It may be reviewed in consultation between the employee and their manager.

All staff contribute to the pastoral and extra-curricular activities within the site as well as classroom based delivery.

Employees will be expected to comply with any reasonable request from the Headteacher or persons appointed to act on behalf of the Headteacher, to undertake work of a similar level that is not specified in this job description.