

JOB DESCRIPTION

JOB TITLE	SEMH School - Teaching Assistant
GRADE BAND	WHFNJC L / GLONJC E
RESPONSIBLE TO	Principal
DEPARTMENT	Support
DATE JD/PS SIGNED OFF	August 2018

SIGNED	
PRINTED	
DATED	

SAFEGUARDING COMMITMENT

The White Horse Federation is committed to safeguarding and promoting the welfare of children and young people and expects all staff and volunteers to share this commitment. If successful in being appointed to a post you will be expected to apply for a disclosure from the Disclosure and Barring Service as well as other employment checks before your appointment is confirmed.

JOB PURPOSE

Under the direction of the Principal, work as part of a team to promote the emotional, physical and educational development of pupils, including those with special needs, and work in partnership with parents.

MAIN TASKS, DUTIES & RESPONSIBILITIES

Supporting the pupil

- Work collaboratively with colleagues in designing activities to meet the emotional, physical and learning needs of individual children and groups of children, including those with special needs.
- Plan, deliver and monitor intervention work to support the Individual education target.
- Monitor pupils' responses to learning activities and encourage them to take an interest in their own learning.
- Develop and maintain effective relationships with individual pupils and groups to ensure that pupils achieve learning targets.

Supporting the teacher

- Create inviting learning environments and ensure adequate supplies of learning materials.
- Take responsibility for maintaining accurate records in accordance with school policies, data protection.
- Use a variety of methods to observe and report on pupil performance in group and individual situations.
- Implement individual behaviour management plans
- Liaise effectively with parents regarding the development of their children.

Supporting the curriculum

- Work in collaboration with colleagues in the planning delivery and evaluation of learning activities for individuals, groups or the whole class, working with the teacher to ensure coverage of the curriculum.
- Help pupils to develop their literacy and numeracy skills including reading, writing, number and shape. Including the delivery of literacy and numeracy interventions.

Supporting the school

- Strong pastoral support.
- Provide consistent and effective support for colleagues in line with the responsibilities of this role.
- Develop and maintain effective working relationships with professionals including teachers and external contacts.
- Support the development and effectiveness of work teams in all areas of activity with pupils or colleagues.
- Support the maintenance of pupil safety and security and minimise the risks from health emergencies.

Supporting the Teaching Assistant

- Participate in regular performance reviews and ensure that any personal development needs are identified and met. Attend relevant inset training. Review and maintain your own professional practice through agreed development activities.

ADDITIONAL DUTIES & RESPONSIBILITIES

- The post holder may be required to perform duties other than those given in the job description for the post. The particular duties and responsibilities attached to posts may vary from time to time without changing the general character of the duties or the level of responsibility entailed. Such variations are a common occurrence and would not of themselves justify the re-evaluation of a post. In cases, however, where a permanent and substantial change in the duties and responsibilities of a post occurs, consistent with a higher level of responsibility, then the post would be eligible for re-evaluation.
- In fulfilling the requirements set out in this job description, the post holder will apply the TWHF's commitment to equality by treating all employees fairly and without discrimination on the grounds of colour, race, ethnic or national origins, sexual orientation, age, marital status, disability, trade union association or religious beliefs.
- In addition, the job holder will respect the need for confidentiality at all times whilst performing the duties of the role.

PERSON SPECIFICATION

Method of Assessment This table indicates the requirements of the role under section to evaluate the competencies in each area as assessed	Essential or Desirable	Application Form	Interview Stage
Qualifications, Education and Training			
Good general level of education to include Maths and English GCSE grade C or above, or further relevant experience in the absence of formal qualifications	D	X	
Experience and Knowledge			
Experience working as a TA or other relevant experience	D		X
Experience of: - <ul style="list-style-type: none"> • working with pupils with SEMH • or supervising and delivering a catch up programme • or supporting a pupil with complex SEMH by modifying and delivering programmes as directed by teachers and other professionals 	D		X
Skills and Abilities			
Working under the direction of the line manager/classroom teacher, but some discretion is required – works independently with individuals or groups	E	X	X
Ability to work under pressure	E		X
Values and Behaviours			
Committed to values based education	E	X	X
Effective role model for all of the school's values	E	X	X
Strong pastoral support	E	X	X
Contacts and Relationships			
Physical, Mental and Emotional Demands			
Special Requirements			