

Job Description Teaching Assistant

Please ensure that you address each of these in your supporting statement.

Purpose	<ul style="list-style-type: none"> To provide support for the student, and support for the teacher, the curriculum and the school. To assist the SENDCO/class teacher by supporting teaching and learning in order to raise the standard of students' achievements, particularly in literacy and numeracy.
Reporting To	<ul style="list-style-type: none"> Head of SENDCo
Salary/Scale	<ul style="list-style-type: none"> Term-time only (£19,524 Actual)
MAIN DUTIES	
Job Activities	<ul style="list-style-type: none"> To work under the direction of the SENDCO/ class teacher to assist students with a range of needs: emotional/ behavioural, physical needs, sensory impairments, speech and language needs, medical conditions, or a combination of these. This may involve working with individuals or groups, introducing tasks, monitoring students' work and behaviour, using a range of strategies to support students' learning, catering for their medical needs (administering medication including using adrenaline and insulin pens, and actively supporting physiotherapy), and developing their life skills. To communicate with the class teacher to enable him/her to keep records of students' progress and achievements. To contribute to the class teacher's planning for individuals and groups. To provide practical support to the SENDCO/class teacher in maintaining a purposeful, orderly and supportive environment for learning. <ul style="list-style-type: none"> To use a range of support methods and resources, appropriate to the needs of individuals and groups, as directed by the SENDCO/class teacher. To meet regularly with the SENDCO/class teacher to plan & review support. To undertake relevant and appropriate training. To familiarise and comply with Health & Safety policies and procedures of the school. To actively support the school's aims and ethos. To actively support and comply with the school's policies on: <ul style="list-style-type: none"> Equal Opportunities, Child Protection, Discipline, Confidentiality To discuss students' progress with the SENDCO/class teacher and attend formal meetings with regard to such progress, as required. To accompany students and teachers on educational visits, trips, as required. To undertake duties associated with jobs up to and including those in the same grade, provided such duties are within the competence of the postholder. To accept any other responsibility as deemed necessary by the Headteacher/ Line Manager.

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Other specific duties	<ul style="list-style-type: none"> To contribute and play a part in the life of the school community, to support the aims and ethos of the school. To contribute to the enrichment programme. To attend all relevant parents'/carers' meetings. To development and contribute to own continuous professional development. To undertake any other duties in line with this post To ensure that all visitors conform to the ethos of Mulberry Stepney Green School and follow school procedures.
<ul style="list-style-type: none"> <i>Whilst every effort has been made to explain the main duties and responsibilities of this post, each individual task undertaken may not be identified.</i> <i>Staff will be expected to comply with any reasonable request from a manager to undertake work of a similar level that is not specified in this job description.</i> <i>Staff are expected to present themselves and to act in a professional manner at all times.</i> <i>The school will endeavour to make any necessary reasonable adjustments to the job and the working environment, to enable access to employment opportunities for disabled applicants or continued employment for any employee who develops a disabling condition.</i> <i>The postholder shall ensure that the duties of the post are undertaken with due regard to the Council's Health & Safety Policy and to their personal responsibilities under the provisions of the Health & Safety at Work Act 1974 and all other relevant subordinate legislation.</i> 	
<p>SAFEGUARDING</p> <p>The school is committed to safeguarding and promoting the welfare of children and expects all staff and volunteers to share this commitment. The successful candidate will require an enhanced DBS clearance. We are dedicated to equality and valuing diversity.</p> <p>Candidates who are selected for interview will be informed following the shortlisting process and full details of the interview will be provided. If you do not hear from us within 14 days of the closing date of the position, unfortunately, you have been unsuccessful on this occasion.</p> <p>We will seek references on shortlisted candidates and may approach previous employers for information to verify experience or qualifications before interview. Any relevant issues arising from references will be taken up at interview</p>	

Appointment to this position is subject to an enhanced DBS, including barred list checks, and other relevant vetting.

Signed by:.....

Date.....

Headteacher:.....

Date.....

Person Specification Teaching Assistant

Qualifications	Essential	Desirable
Minimum requirements at least Grade C in GCSE English & Maths and at least 1 Level 3 qualification	✓	
Good honours degree		✓
Higher degree (optional)		
Experience		
Evidence of taking responsibility for own professional development	✓	
Working in an education setting		✓
A willingness to undertake training to develop job-related skills – this will include training in the use of adrenaline/ insulin pens.	✓	
Knowledge/Skills (ability to)	Essential	Desirable
The ability to work as part of a team.	✓	
The ability to communicate effectively with individuals and groups of students, teachers, parents and other members of staff.	✓	
The ability to establish and maintain effective working relationships with SENCO/teachers and other members of staff.	✓	
The ability to accept guidance and direction from SENCO/teachers	✓	
An awareness of how students learn and the various factors which affect their learning.	✓	
An awareness of the need to show respect and value students as individuals.	✓	
Ability to anticipate problems and identify opportunities	✓	
An understanding of and commitment to inclusive education.	✓	
A sympathetic approach to parents and an understanding of the need for confidentiality.	✓	
Personal Attributes		
Commitment to the highest standards of child protection and safeguarding procedures	✓	
An enthusiasm and a deep commitment to promoting Mulberry Stepney Green School Values	✓	
A deep commitment to inclusion equality of opportunity and working with disadvantaged young people	✓	
Commitment to continuing professional development activities	✓	
Ability to use appropriate interpersonal skills when relating to staff, pupils and parents/carers	✓	
Demonstrate energy, vigour and perseverance and promote a 'Can Do' philosophy and attitude	✓	
The ability to work with resilience under pressure and meet deadlines	✓	