

Pioneer Educational Trust

Job description: Teaching Assistant

Overall Purpose:

- Work under the direct instruction of the SENCo to support the delivery of quality learning and teaching of students with restricted physical needs;
- Work with a young person with restricted physical need to support access to learning for students and provide general support to the teacher in the management of students and the classroom;
- Assist with the promotion of inclusion for all students including those with learning difficulties and disabilities within the whole life of the school
- Contribute to the appropriate strategies in relation to SEND policies and practices
- Assist in the positive behaviour management requirements in the classroom, the resource base and around the school
- Work as part of the SEND team to offer a coherent and consistent package of support to teachers and relevant students
- Be flexible and willing to adjust and adapt to the changing needs and requirements of responsibility
- Fulfilling the school's mission: Upton Court Grammar School ensured all students fulfilled their academic and personal aspirations and became successful and engaged citizens
- Contribute to the overall ethos, work and aims of The Trust

Key information:

Department:	Educational Support
Working with:	SENCO, Pupils and all Teaching staff
Line Managed by:	SENCo
Working pattern:	Hours: 30.66 per week: Monday/Tuesday/Thursday/Friday: 8.20am – 3.15pm; Wednesdays: 8:20am – 3:30pm Lunch break: 30 minutes, unpaid to be taken at a time to be agreed, but outside of the student lunch time, 20 minute break (unpaid, to be taken outside of the student break)
Location:	Upton Court Grammar School
Salary:	Grade 2-3, point 10 – 18 depending on experience
Notice period:	8 weeks

Key Responsibilities:

- Establish and maintain good relationships with all students, parents/carers, colleagues and other professionals
- Attend to the student's personal needs and implement related personal programmes, including social, health, physical, hygiene, first aid and welfare matters
- Participate in training and other learning activities and performance development as required to meet individual pupil needs including but not limited to Manual Handling
- Supervise and provide particular support for students, including those with special needs, ensuring their safety and access to learning activities
- Assist the student with moving, carrying items, eating, dressing and hygiene, as required, whilst encouraging independence.
- Undertake manual handling training and other training, as appropriate
- Supervise and support students ensuring their safety and access to learning
- Establish good relationships with all students, acting as a role model and being aware of and responding appropriately to individual needs

- Promote the inclusion and acceptance of all students
- Encourage students to interact with others and engage in activities led by the teacher and/or resource base staff
- Encourage students to act independently as appropriate
- Provide feedback to students in relation to progress and achievement under the guidance of the teacher
- Be aware of student problems/progress/achievements and report to the teacher/SENCo as agreed
- Undertake student record keeping as requested
- Support the teacher in managing student behaviour, reporting concerns as appropriate
- Support students to understand instructions
- Support the use of ICT in learning activities and develop students' competence and independence in its use
- Be aware of and comply with policies and procedures relating to child protection, health, safety and security, confidentiality and data protection, reporting all concerns to an appropriate person
- Be aware of and support difference and ensure all students have equal access to opportunities to learn and develop
- Appreciate and support the role of other professionals
- Support with break and lunchtime supervision to ensure student wellbeing and safeguarding
- Where directed, lead on and supervise homework clubs

Additional duties and responsibilities for a Level 2 Teaching Assistant:

- Assist with the development and implementation of Individual Education / Behaviour Plans and Personal Care programmes
- Set challenging and demanding expectations and promote self-esteem and independence
- Provide feedback to students in relation to progress and achievement under the guidance of the teacher
- Monitor students' responses to learning activities and accurately record achievement/progress as directed
- Provide detailed and regular feedback to teachers on student achievement, progress, problems etc
- Supervise and provide particular support for students, including those with special needs, ensuring their safety and access to learning activities
- Use strategies, in liaison with the teacher, to support students to achieve learning goals
- Create and maintain a purposeful, orderly and supportive environment, in accordance with lesson plans and assist with the display of students' work
- Assist with the planning of learning activities
- Promote good student behaviour, dealing promptly with conflict and incidents in line with established policy and encourage students to take responsibility for their own behaviour
- Establish constructive relationships with parents/carers
- Administer routine tests and undertake routine marking of students' work
- Assist in the preparation and development of agreed curriculum activities
- Undertake programmes linked to local and national learning strategies, recording achievement and progress and feeding back to the teacher
- Gather/report information from/to parents/carers as directed
- Support students in respect of local and national learning strategies
- Prepare, maintain and use equipment/resources required to meet the lesson plans/relevant learning activity and assist students in their use

General responsibilities:

Administrative:

- To ensure that all administrative duties, checks and documentation are completed to the required level of accuracy including returns and reports
- To deal with correspondence promptly and as required
- Provide clerical/administrative support e.g. photocopying, typing, filing, collecting money

General:

- To attend relevant meetings and training sessions as required
- To attend school events as required
- Understands and assists in interpretation of school policies
- To assist in escorting students on educational visits and to participate in extra-curricular activities as required
- To invigilate school and public examinations and tests as required
- To cover for absent colleagues as directed
- To supervise registration periods in the absence of the Form Tutor, completing the relevant documentation/data entry when required
- Provide an effective first aid service when required to staff, students and school visitors at Upton Court Grammar School as required and ensure that the school meets its legal requirements under the Health & Safety at Work in act including:
 - Making accurate and appropriate recordings of all first aid cases
 - After making an initial evaluation and assessment, dealing with and recording minor first aid incidents
 - Contacting parents as required
 - Attending appropriate training when required and ensuring you hold a valid first aid qualification while working as part of the first aid team
 - Liaising with the Ambulance service, other emergency services and parents/guardians as necessary
- Assist in such duties and activities relating to any of the above areas appropriate to grade as the Head, Trust SLT and Governors shall from time to time reasonably require.

ADDITIONAL DUTIES

- To play a full part in the life of the Trust community including duties to support the ethos and encourage students and colleagues to follow this example
- To actively engage in the appraisal process
- To continue professional development as agreed

Professional competence and behaviour:

- Maintain professional knowledge and competence;
- Provide a professional, up-to-date and purposeful service;
- Be responsible for their own professional practice and decisions and take responsibility for identifying and meeting their own development needs.
- Undertake appropriate and regular training and development to maintain knowledge and improve practice; Keep up to date with industry and education relevant legislation;
- Act within Pioneer's Code of Conduct at all times.

Ethical standards and integrity:

- Establish, maintain and develop professional relationships based on confidence, trust and respect for all colleagues and stakeholders;
- Demonstrate sensitivity for students' and stakeholders' practices, culture and personal beliefs;

- Advance employment and professional practices that promote equality of opportunity, diversity and inclusion;
- Safeguard all confidential and personal data acquired as a result of professional relationships and not use it for personal advantage or for the benefit of third parties.
- Act within the framework for ethical leadership in education, i.e. [The Nolan Principles](#)

Data Protection and confidentiality:

Safeguard all confidential and personal data acquired as a result of professional relationships and not use it for personal advantage or for the benefit of third parties.

During the course of your employment you will have access to data and personal information that must be processed in accordance with the terms and conditions of the Data Protection Act 1984 and General Data Protection Regulation (UK GDPR) (2018).

The post holder must be aware that any information held Pioneer, in theory, could be requested by the public, including emails and minutes of meetings. It is, therefore, essential that records are accurately recorded and maintained in accordance with the School's policies and procedures.

During the course of your employment you may see, hear or have access to, information on matters of a confidential nature relating to the work Pioneer or to the health and personal affairs of students and staff. Under no circumstances should such information be divulged or passed on to any unauthorised person or organisation and you will be required to know when or what information can be shared and in what circumstances it is appropriate to do so.

Safeguarding:

Pioneer Educational Trust is committed to safeguarding and promoting the welfare of children and young people. We expect all staff and young people to share this commitment and to undergo appropriate checks, including enhanced Disclosure & Barring Service checks.

The postholder is required to demonstrate their commitment to promoting and safeguarding the welfare of children and young people in Pioneer and our family of schools. All staff are required to maintain appropriate professional boundaries in relationships with children and young people and with all members of Pioneer's community and outside agencies, and exercise sound professional judgment, which always focuses upon the best interests of the students and Pioneer.

Additional notes:

Whilst every effort has been made to outline the main responsibilities of the post each individual task undertaken may not be identified. Employees are expected to comply with any reasonable request from a manager to undertake work of a similar level that is not specified in this job profile.

Pioneer will endeavour to make any necessary reasonable adjustments to the job and the working environment to enable access to employment opportunities for disabled job applicants or continued employment for any employee who develops a disabling condition.

This job profile is current but may be modified, with agreement, by Pioneer to reflect or anticipate changes in the job commensurate with the grade and job title.