



<b>Job description</b>	
The School is committed to safeguarding and promoting the welfare of children and young people and expects all staff and volunteers to share this commitment.	
<b>Summary of the role:</b>	Teaching Assistant NJC Scale 1 39 weeks pa / 35 hours pw Line led by: Director AEN
<b>Line management responsibility for</b>	N/A
<b>Main duties and responsibilities:</b>	<p><b>JOB PURPOSE</b></p> <ul style="list-style-type: none"> <li>• The Teaching Assistant will be a member of a multi-disciplinary team, under the supervision of their line manager</li> <li>• Provide lunch time supervision</li> <li>• Be a trained First Aider</li> </ul> <p><b>SUPPORT FOR STUDENTS</b></p> <ul style="list-style-type: none"> <li>• Promoting and safeguarding the welfare of children and young persons for who you are responsible and with whom you come into contact.</li> <li>• Supervise and provide particular support for students, ensuring their safety and access to curriculum.</li> <li>• Establish good relationships with students, acting as a role model and being aware of and responding appropriately to individual needs.</li> </ul>



- Promote the inclusion and acceptance of all students.
- Encourage students to interact with others and engage in activities led by the teacher.
- Encourage students to act independently as appropriate and help promote self-esteem.
- Provide feedback to students in relation to progress and achievement.
- Assist with the implementation of individual targets identified by SENCO/Key Worker.

#### **SUPPORT FOR THE TEACHER/DEPARTMENT**

- Be aware of student problems/progress/achievements and report to line manager.
- Undertake student record keeping as requested.
- Use strategies, as agreed by the A2L faculty, to support students to achieve goals.
- Support teachers in managing student behaviour, reporting difficulties as appropriate.
- Gather/report information/from/to parents/carers as directed.
- Administer routine tests and invigilate exams as required.
- Provide clerical/admin support eg. photo-copying, typing, filing, etc.

#### **SUPPORT FOR THE CURRICULUM**

- Support students to understand instructions and differentiate work as appropriate.
- Prepare and maintain equipment/resources and assist students in their use.

#### **SUPPORT FOR THE SCHOOL**

- Be aware of and comply with policies and procedures relating to safeguarding children, health, safety and security and data protection, reporting all concerns to an appropriate person.
- Be aware of confidential issues linked to home/student/teacher/School/work and to keep confidences as appropriate.
- Be aware of and support diversity and ensure all students have equal access to opportunities to learn and develop.
- Contribute to the overall ethos/work/aims of the School.
- Appreciate and support the role of other professionals.
- Participate in training and other learning activities and performance development as required.
- Assist with the supervision of students out of lesson times, including before and after school when required.
- Accompany teaching staff and students on visits, trips and out of school activities as required.
- To participate in the School Duty Rota
- To be a First Aider

**General Responsibilities**

- Promote the School's values and ethos in accordance with the School's Professional Code
- Identify personal training needs with line manager and work actively to develop professional expertise by participating in ongoing professional development.
- Support the professional development of colleagues.
- To ensure that personal knowledge base is in keeping with the School's needs at all times, to undertake all duties with due regard for health and safety regulations.
- Understand and comply with the School's safeguarding policy and procedures.
- Comply with all other School policies.



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|  | <ul style="list-style-type: none"><li>• Undertake any other duties commensurate with the level of the post, as required to ensure the efficient and effective running of the school.</li></ul> |
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You may also be required to undertake such other comparable duties as the Head requires from time to time.

<b>Person specification</b>			
<b>The School is committed to safeguarding and promoting the welfare of children and young people and expects all staff and volunteers to share this commitment.</b>			
	<b>Essential</b>	<b>Desirable</b>	<b>Method of assessment</b>
	These are qualities without which the Applicant could not be appointed	These are extra qualities which can be used to choose between applicants who meet all of the essential criteria	
<b>Qualifications</b>	<ul style="list-style-type: none"> <li>• Minimum standard of O level/GCSE or equivalent pass in Maths and English.</li> <li>• NVQ level 3 (or equivalent) accredited Teaching Assistant Course or be prepared to undertake this training</li> </ul>	<ul style="list-style-type: none"> <li>• Attend courses which enhance and develop knowledge of SEN work.</li> <li>• Achieve recognised qualifications in SEN as required.</li> </ul>	Production of the Applicant's certificates  Discussion at interview  Independent verification of qualifications
<b>Experience</b>	<ul style="list-style-type: none"> <li>• A genuine interest in the learning and wellbeing of young people.</li> <li>• Some experience of having contact with young people in a voluntary or paid role.</li> </ul>	<ul style="list-style-type: none"> <li>• Experience of adapting materials to help less able students succeed. Experience of working with students in another school in a similar capacity.</li> </ul>	Contents of the application form  Interview  Professional references

<p><b>Skills</b></p>	<ul style="list-style-type: none"> <li>• A good level of organisational skills in respect of resources and staff liaison.</li> <li>• Excellent inter-personal and communication skills. Ability to communicate effectively with parents, teachers.</li> <li>• Ability to contribute at meetings.</li> <li>• Ability to produce short written reports.</li> <li>• A good standard of IT literacy.</li> </ul>	<ul style="list-style-type: none"> <li>• Experience/knowledge of working with students with a wide range of Special Educational Needs.</li> </ul>	<p>Contents of the application form</p> <p>Interview</p> <p>Professional references</p>
<p><b>Knowledge</b></p>	<ul style="list-style-type: none"> <li>• Good working knowledge of how teaching and learning is organised in a school</li> </ul>	<ul style="list-style-type: none"> <li>• Knowledge of the Code of Practice.</li> <li>• Working knowledge of SEN.</li> </ul>	<p>Contents of the application form</p> <p>Interview</p> <p>Professional references</p>

<p><b>Personal competencies and qualities</b></p>	<ul style="list-style-type: none"> <li>• Ability to form and maintain appropriate relationships and personal boundaries with children and young people.</li> <li>• Emotional resilience in working with challenging behaviours.</li> <li>• Positive attitude to use of authority and maintaining discipline.</li> <li>• Ability to relate well to people at all levels.</li> <li>• Aptitude for flexible approach to problem solving.</li> <li>• An aptitude to work as part of a team whilst also being self-motivated and action orientated.</li> <li>• A commitment to provide a quality education to the students.</li> <li>• A high level of personal organisational skills</li> <li>• An ability to manage your own personal stress levels.</li> <li>• Personal integrity, dedication and commitment to the school.</li> </ul>	<ul style="list-style-type: none"> <li>• Ability to motivate young people towards success in learning.</li> <li>• Ability to motivate young people towards success in learning.</li> <li>• An understanding of how children learn and an ability to support their progress across the curriculum.</li> <li>• A real interest in lifelong learning and the work of schools within the community.</li> <li>• Being ready to take advantage of additional training towards a more flexible working role within the school.</li> </ul> <p>Willingness to work irregular hours on occasions as required.</p>	<p>Contents of the application form</p> <p>Interview</p> <p>Professional references</p>
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