



## **JOB PROFILE**

Post title: **Teaching Assistant**

Responsible to: **Head teacher**

Job purpose:

- Within an agreed system of supervision, work with teachers to support teaching and learning, providing specialist support to maximise pupil development and achievement.
- To support individual students with their physical and medical needs to specifically include tracheostomy changes (full training will be provided).

Accountabilities/Duties:

1. Provide and deliver learning activities for individuals and groups of pupils under the professional direction and supervision of a qualified teacher, differentiating and adapting learning programmes to suit the needs of allocated pupils.
2. Assess record and report on pupil development progress and attainment to the teacher against pre-determined learning objectives using detailed knowledge and specialist skills to support pupils learning.
3. Share information about pupils with other staff, parents/carers, internal and external agencies attending and contributing to meetings, reviews and IEPs as appropriate.
4. Support pupils' social emotional and physical well-being reporting concerns to the appropriate person.
5. This role will be expected to undertake at least one of the following:
  - a) Provide specialist support to pupils with learning, behavioural, communication social sensory or physical difficulties.
  - b) Provide specialist support to all pupils in particular learning area (e.g. ICT, literacy, numeracy, National Curriculum subject, EYFS).

6. Have knowledge of and comply with all school policies and procedures including code of conduct, child protection, health and safety, security, confidentiality and data protection, reporting all concerns to a nominated person.
7. Administer medication in accordance with an agreed plan under direction of the Headteacher and following appropriate training/healthcare plan.
8. Escort and supervise pupils on out of school activities using own initiative to deal with issues that arise and maintaining good order and standards of behaviour.
9. Within the context of school behaviour plans and policies, use discretion and initiative to deal with unanticipated issues and encourage pupils to take responsibility for their own behaviour.

#### **Management Responsibilities**

- Some supporting / guiding of less experienced staff if required.

#### **Resources Responsible for**

- Daily Maintenance of Moving and Handling Equipment, such as class chairs, wheelchairs and standing frames
- Specialist resources according to needs of pupils e.g. language programmes, communication aids, PECS.
- Collecting small amounts of money in home-school context
- Accessing and collating assessment materials to support the class teacher.

## PERSON SPECIFICATION

Post title: **Teaching Assistant**

	Essential	Desirable
<b>Qualifications</b>	<ul style="list-style-type: none"> <li>• Good standard of literacy and numeracy</li> </ul>	<ul style="list-style-type: none"> <li>• A relevant QCF recognised Level 2</li> <li>• Level 2 or 3 Certificate in Supporting Teaching and Learning in Schools</li> <li>• English, Maths and ICT to GCSE level or equivalent</li> <li>• Additional specialist qualification.</li> </ul>
<b>Knowledge</b>	<ul style="list-style-type: none"> <li>• Good working knowledge of ICT, literacy and numeracy.</li> </ul>	<ul style="list-style-type: none"> <li>• Up to date knowledge and understanding of the practices and procedures within education relating to the welfare, safety and education of children.</li> <li>• Knowledge of relevant strategies to promote the learning, communication and behaviour of children with special educational needs.</li> <li>• Working knowledge of National / Foundation Stage curriculum and other relevant learning programmes/strategies.</li> <li>• Understanding of principles of child development and learning processes.</li> </ul>
<b>Relevant Experience</b>	<ul style="list-style-type: none"> <li>• Experience working with children of relevant age.</li> <li>• Experience of working in a classroom setting.</li> </ul>	<ul style="list-style-type: none"> <li>• Experience in a special school setting.</li> <li>• Experience of working with parents and families.</li> <li>• Experience of children and young people with special educational needs.</li> <li>• </li> </ul>
<b>Skills</b>	<ul style="list-style-type: none"> <li>• Ability to self-evaluate learning needs and actively seek learning opportunities.</li> <li>• Ability to relate well to children and adults.</li> <li>• Able to work constructively as part of a team, understanding classroom roles and responsibilities and own position within these.</li> <li>• Able to prioritise tasks and act on own initiative.</li> </ul>	<ul style="list-style-type: none"> <li>• Use of other equipment technology – e.g. communication devices, Interactive Whiteboard, DVD, photocopier.</li> </ul>

	<ul style="list-style-type: none"> <li>• Able to motivate and encourage children to develop to their full potential.</li> <li>• Able to effectively promote literacy and numeracy across the curriculum.</li> <li>• Common sense!</li> <li>• Positive outlook and can do attitude!</li> </ul>	
<b>Other</b>	<ul style="list-style-type: none"> <li>• Requirement for some out of school and/or out of term working to support specific activities or events as appropriate</li> </ul>	