

POST: Teaching Assistant (Fixed Term) – Personal Care

SCALE AND SALARY RANGE: £16,937 – £17,878 pro rota (Actual £14,526 – £15,333)

HOURS OF WORK: 37 hours per week: 9.00am - 5.00pm Monday to Friday
(Term time plus training days)

RESPONSIBLE TO: SENCO

OVERALL PURPOSE OF JOB

To assist in the support, development and physical needs of SEND students.

In addition to the job description below, this job has a requirement that the post holder will operate in line with the professional standards expected of a teacher. The post holder will have knowledge, skills, understanding and experience relevant to the nature of the post.

PROFESSIONAL RESPONSIBILITIES

The post holder will be expected to have demonstrable expertise/specialism. Expertise will be required across a range of areas, with the ideal post holder being fully flexible across a range of the following areas:

- Engagement, motivation, individual, small and whole group tutoring.
- The teaching of Literacy/EAL/Numeracy/Multi-Disciplinary subject areas.
- Social, emotional and mental health teaching and coaching, including the ability to assist teachers in effective strategies to best manage behaviour for learning.
- Specialist SEN knowledge in cognition, communication and interaction, social and emotional and/or physical needs in order to facilitate individual and group access to learning. The ability to assist teachers in effective strategies to best support children with specific additional needs.

SUPPORTING THE STUDENT

- Support the student with personal care as required by the individual child/young person. This may include help with social, welfare, personal care and health matters, including toileting, showering, dressing, feeding, mobility, etc.
- Encourage the acceptance and integration of special needs students.
- Encourage students' independence and self-reliance.
- Assist with escorting students on educational visits.
- Participate in activities designed to meet the emotional, physical and learning needs of individual students and groups of children, including those with Special Needs.
- Monitor students' responses to learning activities and encourage them to take an interest in their own learning.
- Develop and maintain effective relationships with individual students and groups to ensure that they achieve their learning targets.

SUPPORTING THE TEACHER

- Assist with the organisation of the learning environment and ensure adequate supplies of learning materials.
- Take responsibility for maintaining accurate records in accordance with Silverstone UTC policies and data protection.
- Develop and keep records on student attainment as directed by the teacher and SENCO.

SUPPORTING SILVERSTONE UTC

- Liaise and consult with other professionals supporting students.
- Provide consistent and effective support for colleagues in line with the responsibilities of this role.
- Support the maintenance of student safety and security and minimise risks from health emergencies.
- Assist with break/lunch duties.
- Attend relevant in-service training and department meetings.

The post will include supervision of students and the post holder should be able to work with whole classes.

As with all staff within the UTC, the post holder is expected to embody and support Silverstone UTC's ethos and values at all times, both within the school and in all interaction with outside agencies and our community.

Examples of Duties ('Students' includes work with individual students as well as groups and whole classes):

- Planning, preparing and delivering lessons for students.
- Assessing the development, progress and attainment of students.
- Reporting on the development, progress and attainment of students.
- Maintaining and collating records of student needs and progress.
- As appropriate, looking after sick/upset students and attending to all personal care needs.
- Working independently and under the direction of the line manager to undertake a range of tasks including intervention programmes to support learning e.g. supporting literacy and numeracy work, listening to reading, etc.
- Undertaking tasks to support the curriculum and assisting with events organised as part of the curriculum e.g. organising and attending students' annual review meetings.
- Working with students, either one-to-one or in small groups, some of whom may have Special Educational Needs.
- Assisting teaching staff to ensure that the aims and objectives of the college are achieved.
- Supporting implementation of Government initiatives under the direction of the teacher.
- Developing and maintaining effective links with other agencies to maximise resources available in the school.
- Attending meetings of school staff, e.g. whole school staff meetings/curriculum development meetings, team meetings, where required.
- Attending and contributing to SEN and other review meetings if required by the Principal and, where appropriate, disseminating information to other Teaching Assistants.

The duties and responsibilities identified above are offered to give an indication of the type and range of responsibilities, however, post holders will almost certainly be expected to carry out other work not explicitly mentioned above which is considered to be appropriate to the level of responsibility vested in the post.

PERFORMANCE MANAGEMENT

- To participate fully in Silverstone UTC's Performance Development process.
- Attend relevant INSET training.

SILVERSTONE UTC POLICY

- Contribute to development of, and adherence to, Silverstone UTC policy.
- Support the UTC's vision and ethos.

PERSONNEL

- Communicate effectively to all members of the team.
- Work collaboratively with other staff.

This job description is intended as a general guide to the duties attached to the post and is not an inflexible specification. It may, therefore, be altered from time to time to reflect the changing need of the service, always in consultation with the post holder.

Every member of staff at Silverstone UTC has a responsibility to promote and safeguard the welfare of children and young people with whom they come into contact.

SIGNED: _____ DATE: _____
(Post Holder)

PERSON SPECIFICATION

	Essential	Desirable
Qualifications		
Excellent numeracy and literacy skills including qualifications equivalent to Level 2 in English and Maths	X	
A Levels or Equivalent		X
Teaching Assistant qualification/qualification in child care		X
Experience		
Experience of working with young people aged 11-16	X	
Previous experience of working with specialist equipment (for positions where this is applicable) or children with specialist needs	X	
Experience of providing young person with care with personal needs, including toileting, showering, dressing, feeding, mobility, etc.	X	
Experience of working with young people in an educational capacity and with those who have emotional and behavioural difficulties		X
Delivery of specific literacy/numeracy/speech/ language/social or emotional/specialist support programmes		X
Skills, Knowledge and Personal Qualities		
Likes working with children	X	
Experience/potential in the skills, expertise and knowledge across the wide range of required areas for this post	X	
The ability to supervise and positively lead others	X	
Ability to teach a whole class		X
Excellent interpersonal skills with the ability to form and maintain appropriate relationships with children	X	
Excellent interpersonal skills with the ability to form and maintain appropriate relationships with adults	X	
A belief that students can achieve	X	
Calm but purposeful in relation to young people	X	
Set appropriate personal boundaries with young people	X	
Uphold school ethos, values, procedures and guidelines at all times with utmost consistency	X	
Ability to create/contribute to a stimulating classroom environment	X	
Self-motivator/initiative and proactive practitioner	X	
The ability to deal with peaks and troughs of workload	X	
Perspective and sense of humour	X	
A significantly positive attitude to work	X	
A 'can do' attitude and a mentality of going 'above and beyond' expectation	X	
Ability to embrace change and be flexible	X	
Well organised with good time management	X	
Ability to prioritise	X	
Excellent written communication skills	X	
Sound ICT skills	X	
Reliable and trustworthy	X	
Professional understanding of the importance of confidentiality	X	