

TEACHING ASSISTANT- LEVEL 2

JOB DESCRIPTION and PERSON SPECIFICATION

Job Title:	Teaching Assistant
Responsible to:	SENCO
Hours:	32.5 hours pw / term time only
Contract:	Part time (term-time only) and permanent
Disclosure Level:	Disclosure Barring Service – Enhanced Certificate

Duties and Responsibilities

Support for students.

- Support students' learning within a range of classroom settings, including working with individuals and target groups; or be the designated 1:1 support worker for a pupil with communication and interaction needs which may include cognition and learning, SEMH and sensory needs.
- Work with students with complex needs: monitor and provide for their general care, safety, and welfare, including undertaking tasks connected with social inclusion.
- Establish productive working relationships with students, acting as a role model, demonstrating positive values, attitudes, and behaviour, and setting high expectations.
- Contribute to students' IEPs: reviewing and updating progress, as part of the plan do review cycle - attend review meetings if appropriate.
- Provide feedback to students in relation to progress and achievement.
- Promote the inclusion and acceptance of all students within the classroom, encourage them to interact and work co-operatively with others and to engage in activities.
- Promote independence and employ strategies to recognise and reward achievement of self-reliance.
- Work with students as a link worker between school and home during transition between previous settings and Mill House School. This may include home visits to build trusting and nurturing relationships.

Support for the teachers.

- Within the school's behaviour for learning policy, assist with behaviour management strategies and techniques to manage behaviour constructively and contribute to a purposeful learning environment.
- Support the organisation of learning activities (including learning environment and resources) in ways which keep students safe, both within the structure of the school day.
- Assist in the delivery of timely interventions with targeted students, as directed by SENCO/ Assistant SENCO.
- Ensure that accurate records of support and interventions are kept updated and records of individual student progress.
- Support the role of parents in students' learning and contribute to meetings with parents to constructively feedback on pupil progress/achievement.

- Assisting with ensuring that SEND students are appropriately supported in examinations and during controlled assessments.

Support for the curriculum.

- Support the organisation and manage safely the learning activities, teaching space and resources, taking account of students' interests, language, and cultural backgrounds.
- Support the inclusion of vulnerable students in extra-curricular activities and trips.
- Support the deliverance of learning activities to students within an agreed system of supervision, adjusting activities according to pupil responses/needs.
- Assist with the appropriate deployment and use of specialist aid/resources/equipment.
- Use ICT effectively to advance learning and develop student' competence and independence in its use.

Support for the school.

- Contribute to the overall ethos/work/aims of the school.
- Be aware of and support difference and ensure all students have equal access to opportunities for them to learn and develop.
- Comply with procedures relating to child protection, health, safety and security, confidentiality, and data protection. Report all concerns to the designated person.
- Perform administrative duties to support teaching and learning within curriculum areas.
- Support in the co-ordination and/ or support a school activity e.g. extra-curricular activities, work experience, home-school liaison, SEND work.
- Establish constructive relationships and communicate with other agencies/professionals to support achievement and progress of students, in liaison with the teacher.
- Attend and participate in meetings as required.
- Participate in training, other learning activities and performance management as required.
- Undertake any other duties commensurate with the duties/responsibilities/grade of the post.

Other areas of responsibility

Safeguarding

- Work in line with statutory safeguarding guidance (e.g., Keeping Children Safe in Education, Working Together to Safeguard Children, Prevent) and our safeguarding and child protection policies.
- Promote the safeguarding of all pupils in the school.

General

- Employees 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.
- Employees are expected to be courteous to colleagues and provide a welcoming environment to visitors and telephone callers.

- All staff in school will be expected to accept reasonable flexibility in working arrangements and the allocation of duties normally allocated to posts at a lower responsibility level, in pursuance of raising pupil achievement and effective team working.

Please note, this is illustrative of the general nature and level of responsibility of the role. It is not a comprehensive list of all tasks that the postholder will conduct. The postholder may be required to do other duties appropriate to the level of the role, as directed by the headteacher or line manager.

Person specification

CRITERIA	QUALITIES
Qualifications and training	<ul style="list-style-type: none"> • GCSE or equivalent level, including at least a Grade 4 (previously Grade C) in English and maths • SEND Accreditation • Other qualification
Experience	<ul style="list-style-type: none"> • Experience of working in a school environment or other educational setting. • Experience of working with children or young people with special educational needs (SEN) • Experience of planning and delivering learning activities. • Experience of planning and delivering effective interventions at primary or secondary level.
Skills and knowledge	<ul style="list-style-type: none"> • Subject and curriculum knowledge relevant to the role, and ability to apply this effectively in supporting teachers and pupils. • Knowledge of the SEND Code of Practice. • Knowledge of guidance and requirements around safeguarding children • Good organisational skills. • Good literacy and numeracy skills. • Ability to build effective working relationships with pupils and adults. • Knowledge of how to help, adapt and deliver support to meet individual pupil needs. • Excellent verbal communication skills. • Ability to work as part of a team and to be flexible in their approach to daily routines. • Active listening skills. • Good ICT skills, particularly using ICT to support learning. • Willing to undertake further training commensurate with the post.

**Personal
qualities**

- Sensitivity and empathy to help build effective relationships with pupils.
- A commitment to getting the best outcomes for all pupils and promoting the ethos and values of the school.
- Commitment to maintaining confidentiality at all times.
- Commitment to safeguarding pupils' wellbeing and equality.
- Resilient, positive, forward looking, solution-focused and enthusiastic about making a difference.
- Capacity to support, motivate and inspire children and young people.
- Ability to respond calmly to different situations as they arise.
- Flexibility and adaptability to suit the needs of the school.