

# Special Provision Partnership



## Teaching Assistant

Grade 2

## Job Description

### Purpose of the Post

Working under the guidance of a senior staff, Teaching Assistants play an important role in supporting the academic and personal development of children both in and out of the classroom. This role can include getting the classroom ready for lessons, listening to children read, helping children who need extra support, helping teachers to plan learning activities and complete records, supporting teachers in managing class behaviour, supervising group activities and looking after children who are upset or have had accidents.

### Key Areas

#### Support for Pupils

- Establish good relationships with pupils, acting as a role model and being aware of and responding appropriately to individual needs
- Attend to pupils' personal needs including social, health, physical, hygiene, first aid and welfare matters
- Supervise and support pupils ensuring their safety and access to learning
- Support pupils to access learning activities as directed by the teacher and in line with their individual learning plans or targets

#### Support for the Teacher

- Support the teacher to establish an appropriate learning environment including preparing for lessons, clearing away and assisting with the display of pupils' work
- Support the teacher in managing pupil behaviour
- Be aware of matters relating to, for example, pupil progress, welfare and behaviour and report to the teacher as agreed
- Liaise sensitively and effectively with parents and carers as agreed with the teacher and in line with school policies
- Administer and assess routine tests and invigilate when required
- Provide general administrative support

#### Support for the Curriculum

- Support pupils to access the curriculum including, in particular, reading and ICT
- Prepare and maintain equipment and resources as directed by the teacher and assist pupils in their use
- Monitor and arrange orderly and secure storage as supplied
- Operate and maintain everyday equipment in accordance with instructions, undertaking simple repairs and reporting damage

#### Support for the School

- Contribute to the overall ethos, work and aims of the school
- Establish constructive relationships and communicate with other professionals to support the progress of pupils
- Be aware of and support difference and ensure all pupils have equal access to opportunities to learn and develop

- Attend relevant meetings and training as required
- Assist with the supervision of pupils on visits, trips and out of school activities as required
- Supervise pupils at lunch and break times
- Be responsible for maintaining and updating records, information and data in line with school policies

**Responsible to:** Principal (Associate)

**Employee Supervision:** None

## Person Specification

Knowledge, experience and skills:	
E = Essential                  D = Desirable	
<p>Experience</p> <ol style="list-style-type: none"> <li>1. Relevant experience in a school or similar setting.</li> <li>2. Experience of working with children and young people with special educational needs and/or social, emotional and mental health difficulties.</li> <li>3. Experience of using restorative practices.</li> <li>4. Experience of supporting pupils with strategies to enable them to settle to learn.</li> </ol> <p>Knowledge</p> <ol style="list-style-type: none"> <li>5. Understanding of pupils' needs in order to support them effectively by personalised and differentiated learning.</li> <li>6. Knowledge of issues and needs that affect behaviour and strategies to support.</li> <li>7. Knowledge of the range of ways that pupils learn and how to motivate them.</li> <li>8. Full understanding of the range of multi-agency support required and available to pupils.</li> <li>9. Full working knowledge of relevant safeguarding, equality and health and safety policies, codes of practice and legislation.</li> </ol> <p>Skills</p> <ol style="list-style-type: none"> <li>10. Ability to relate well to children and adults and to build positive relationships.</li> <li>11. Ability to work constructively as part of a team, understanding school roles and responsibilities and your own position within these.</li> <li>12. Ability to deliver pre-planned programmes of work to children using personalised strategies to support reluctant learners to engage and achieve learning goals/objectives.</li> <li>13. Ability to respond calmly and use initiative, responding effectively to unexpected or unplanned situations or reactions throughout the school day.</li> <li>14. Ability to use a range of strategies to support positive behaviour and self-regulation.</li> <li>15. Ability to use correct English in spoken and written communication.</li> <li>16. Ability in the use of IT.</li> <li>17. Efficiency with the administration and maintenance of pupil records.</li> </ol> <p>Qualifications:</p> <ol style="list-style-type: none"> <li>18. GCSE English/Maths/ grade A to C or equivalent.</li> <li>19. Level 3 qualification.</li> <li>20. Specific training in relevant learning strategies/interventions.</li> <li>21. Commitment to all CPD offered.</li> </ol>	<p>E E D D</p> <p>E E E E</p> <p>E E E E E E E E E</p> <p>E D E E</p>

<p>Behaviours and expectations:</p> <p>All staff members are expected to adhere to and promote professional standards including the Trust and Academy's code of conduct and values.</p>	
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<p>General:</p> <p>The post holder will be expected to undertake any other duties, commensurate within the grade, at the discretion of the Senior Leadership Team and develop and promote high standards of professional conduct throughout the school and the wider Trust community.</p> <p>You will be expected to carry out your duties in line with the Academy's policies, procedures and relevant legislation. You will be made aware of these in your appointment letter, statement of particulars, induction, ongoing performance management and development through school communications.</p> <p>You will be required to work at any premises which the Trust currently has or subsequently acquires or at which it may, from time to time, provide services.</p> <p>You will be expected to travel throughout the borough and wider area and will, therefore, have access to a vehicle with appropriate Business Insurance. There may be a requirement to transport pupils from time to time, subject to appropriate risk assessments being in place.</p> <p>You will be expected to attend and participate in a wide variety of meetings as well as training and development activities to support Trust, Academy and your own professional development.</p> <p>All staff, regardless of their position, are expected to undertake TeamTeach training and work within "good practice" guidelines using a range of positive handling strategies, gradual and graded, involved in holding, guiding and escorting safely, from least intrusive to more restrictive holds.</p> <p>As part of your wider duties and responsibilities you will be required to promote and actively support the school's responsibilities towards safeguarding. Safeguarding is about keeping people safe and protecting people from harm, neglect, abuse and injury. It is about creating safe places, being vigilant and doing something about any concerns you might have. It isn't just about the very old and the very young, it is about everyone who may be vulnerable.</p> <p>The post holder must be willing to undertake an enhanced Disclosure and Barring Service check. Please note that a conviction may not exclude candidates from appointment but will be considered as part of the recruitment process.</p>	
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12 February 2020