

Job Description and Person Specification

Job Description

Job Title:	Teaching Assistant
Scale:	Grade 3, £18,933 - £19,698 Pro Rata.
Hours:	32.5 hours per week.
Contract type:	Temporary (Subject to student led funding), Term time plus 2 weeks.
Location:	Wolsingham School
Responsible to:	SENCO/SLT
Specific responsibilities for the post:	<ul style="list-style-type: none"> To work under the instruction/guidance of senior/teaching staff to support the delivery of quality learning and teaching and to help raise standards of achievement for all students; To work 1:1 or in small groups with one or more students with special educational needs or disabilities in order to promote the progress and wellbeing of those students. To encourage the participation of students in the social and academic processes of the school, and enable students to become more independent learners. To undertake work/care/support programmes to enable access to learning for students and to assist the teacher in the management of pupils and the classroom.
Responsibilities for all Learning Support Posts:	<ul style="list-style-type: none"> Support pupils to understand instructions, support independent learning and to promote the inclusion of all pupils; Implement and contribute to planned learning activities/teaching programmes as agreed with the teacher, adjusting activities according to pupils' responses as appropriate; Participate in planning and evaluation of learning activities with the teacher, providing feedback to the teacher on pupil progress; Support the teacher in behaviour management and keeping pupils on task based on the expectations for individual pupils; Under the guidance of a teacher monitor, assess and record pupil progress/activities; Provide feedback to pupils in relation to attainment and progress under the guidance of the teacher; Support learning by arranging/providing resources for lessons/activities under the direction of the teacher and in line with health and safety requirements; Support pupils in their social development and their emotional well-being, reporting problems to the teacher as appropriate; Support pupils with SEND needs as appropriate; Share information about pupils with other staff, parents / carers, internal and external agencies, as appropriate and in line with school policies and procedures; Contribute to pupils plans and reports; Support the work of volunteers and other teaching assistants in the classroom; Support the use of ICT in the curriculum; Work with pupils not working to the normal timetable using Teacher's planning. Undertake pupil record keeping and maintenance of records as requested; Invigilate examinations and tests; Provide cover to supervise a class and/or small group on an unexpected non-timetabled basis only; Assist in escorting and supervising pupils on educational visits and out of school activities; Assist with the supervision of pupils out of lesson times, including before and after school and at lunchtimes, but not as a supervisory assistant; Maintain a clean, safe and tidy learning environment; Support children's learning through play and planned learning activities; Support pupils in developing and implementing their own personal and social development; May be asked to administer medications subject to agreement and in line with school policy; Assist pupils with eating, dressing and hygiene, as required, whilst encouraging independence;

	<ul style="list-style-type: none"> • Provide basic first aid, if appropriate, ensuring timely referral to the health service in emergency situations; • Monitor and manage stock and supplies for the classroom.
Support for the School:	<ul style="list-style-type: none"> • Be aware of and comply with policies and procedures relating to safeguarding/child protection, confidentiality and data protection, reporting all concerns to an appropriate person; • Show a duty of care to pupils and staff and take appropriate action to comply with health and safety requirements at all times; • Be aware of and support difference and ensure that all pupils have access to opportunities to learn and develop; • Contribute to the overall ethos, work and aims of the school; • Maintain good relationships with colleagues and work together as a team. • Appreciate and support the role of other professionals; • Attend relevant meetings as required; • Participate in training and other learning activities and performance development as required; • Demonstrate and promote commitment to equal opportunities and to the elimination of behaviour and practices that could be discriminatory.
Duties in common with similar posts:	<ul style="list-style-type: none"> • To attend training courses relevant to the post as agreed with line managers, ensuring continuing personal and professional development. • Unless otherwise agreed, must be prepared to obtain a First Aid at work certificate and provide first aid, pastoral care and support to sick and injured children, taking appropriate action as necessary. They must ensure parents and school staff are fully informed of incidents and accidents. • Operate as a joint Form tutor or other appropriate part of a House Team within the School's vertical tutoring system. • Whilst every effort has been made to explain the main duties and responsibilities of the post, each individual task undertaken may not be identified. This job description is current at the date shown but, in consultation with you, may be changed by the Head Teacher to reflect or anticipate changes in the job commensurate with the grade and job title. Employees will be expected to comply with any reasonable request from the Head Teacher to undertake work of a similar level that is not specified in this job description. • Comply with the policies and procedures to promote child protection, health, safety and security, confidentiality and data protection, reporting all concerns to the appropriate person. • As for all staff, presenting oneself as a role model to pupils in terms of speech, dress, attitude etc.
General:	<ul style="list-style-type: none"> • Maintain personal expertise, to be a role model and promote high expectations for all members of the school community through your role within the structure. • To model the values, ethos and vision of the Trust. • To contribute to the overall ethos, work and aims of the Trust. • To maintain at all times, the utmost confidentiality with regard to all records, personal data relating to staff, students and other information of a sensitive or confidential nature. • Attend relevant meetings as required. • Be aware of and comply with policies and procedures relating to safeguarding, child protection, confidentiality and data protection, reporting all concerns to an appropriate person. • Show a duty of care to students and staff and take appropriate action to comply with health and safety requirements at all times. • Be aware of, and support, difference and ensure that all students have access to opportunities to learn and develop. • Maintain good relationships with colleagues and work together as a team. • Appreciate and support the role of other professionals.



	<ul style="list-style-type: none"> • To attend any training courses relevant to the post, ensuring continuing, personal and professional development. • Demonstrate and promote commitment to equal opportunities and to the elimination of behaviour and practices that could be discriminatory. • To take a place on the First Aid rota, which will involve, with support from the school, obtaining a First Aid at work certificate. Provide first aid, pastoral care and support to sick and injured children, taking appropriate action as necessary. They must ensure parents and school staff are fully informed of incidents and accidents. • To take a place on the admin rota, which will involve duties such as reprographics or other administrative support including SEND administrative tasks.
Special Conditions:	<ul style="list-style-type: none"> • Participate in training and other learning activities and performance development as required. • The post-holder will be expected to contribute to the protection of children and vulnerable adults, as appropriate, in accordance with any agreed policies and/or guidelines, reporting any issues or concerns to their immediate line manager. • The post-holder will be required to promote, monitor and maintain health, safety and security in the work place. To include ensuring that the requirements of Health & Safety at Work Act, COSHH, and all other mandatory regulations are adhered to. • To carryout duties with full regard to the Trust's Equal Opportunities and Dignity at Work Policy. • An Enhanced Disclosure with the Disclosure and Barring Service (DBS) will be undertaken before and appointment can be confirmed.
The above duties and responsibilities are not an exhaustive definition of all the tasks associated with the post.	



Criteria		Essential	Desirable
Application	Application form and a well-structured letter of application indicating interests.	*	
	Fully supported in references.	*	
Qualifications and Professional Development	A Teaching Assistant qualification at NVQ Level 2 or its equivalent.	*	
	5 GCSEs A*-C including English and Maths (or equivalent).	*	
	Ability to use ICT as a learning tool.		*
	Commitment to further study including any in-service training during the last three years.	*	
Experience	Ability to demonstrate high standards student support.	*	
	Knowledge of a wide range of SEND difficulties and their impact on learning.	*	
	Knowledge of the use of data to inform planning, measuring progress and to aid target setting and improving performance against identified outcomes.		*
	Experience of multi-agency working and liaison with outside agencies and the Educational Psychology Services.		*
	To have knowledge or experience of 'Restorative Practices' to resolve issues with students.		*
Qualities & Values	A drive to make learning fun, engaging and exciting.	*	
	The ability to inspire others and share good practice.	*	
	Good communication skills with the ability to relate effectively to all ages and abilities.	*	
	A commitment to promoting inclusion.	*	
	Ability to provide and present evidence for statutory assessment and annual reviews.	*	
	Ability to provide advice to school staff and liaise with parents/carers.	*	
Personal Attributes	Ability to work under pressure and retain a sense of humour.	*	
	Ability to work as team member to achieve common goals.	*	
	Initiative, energy and perseverance.	*	
	Enthusiasm and self-confidence.	*	
	Personal presence and impact.	*	

Assessment against the criteria outlined above will be through the Application Form, Letter of Application, Interview Process and References. Any relevant issues from references will be taken up at interview.