

Job Description

Job title: Teaching Assistant

Reports to: SENCo

Pay Scale: APT&C Scale 2 spine point 3-4

Overall Job purpose:

- To provide practical assistance in the school in catering for the personal welfare and education needs of pupils.
- To ensure a safe working environment for staff and pupils as far as possible.
- To contribute to facilitating pupil access to the education system, promoting inclusion, assessing and supporting achievement, and monitoring progress towards objectives.
- Supporting pupils' learning and development as directed by the class teacher or SENCo.

Principal Duties and Responsibilities

- Supporting literacy and numeracy activities in the classroom
 - Contributing to the management of pupil behaviour
 - Contributing to the health and well-being of pupils
 - Supporting pupils with communication and interaction difficulties
 - Supporting pupils with cognition and learning difficulties
 - Providing support for pupils with sensory and/or physical impairments
 - Providing personal care and assistance for pupils who require such support. This may include assisting with oral and personal hygiene including changing nappies/pads and facilitating incontinence programmes, feeding or assisting with feeding the pupil safely and hygienically, and supporting the pupil during break and lunch times as appropriate.
 - Preparing classroom resources and equipment.
 - Assisting the Teacher to supervise and support pupils' individual education plans, both indoors and outdoors.
 - Assisting with work programmes, written observations, and records on individual pupil's progress.
 - Taking part in school activities and events as required.
 - Work with individual pupils and small groups on specific activities under the guidance of the Teacher and/or other lead person.
 - Motivating and supporting pupil(s) to remain on task and complete work in a focused way.
 - Accompanying and supporting pupil(s) on outings from school as necessary.
 - Supporting pupils in physical activities (PE, Drama etc) as required
 - Support learning across the school as and when required; being flexible and adaptable.
 - Attending to minor accidents at school, where appropriate training has been given, and supervising unwell children.
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General Duties

- To have due regard to the provisions of Health and Safety at work legislation
- To have due regard to the Trust's Equal Opportunities Policy
- To be aware of the confidential issues regarding this post including adhering to GDPR requirements
- To undertake any other duties that are within the grade and scope of the post, as determined by the Headteacher.
- To undertake annual mandatory and statutory training as directed by the Trust or School.
- To undertake specific training in the skills needed to provide personal care as required, e.g. manual handling, communication skills
- To undertake training and attend INSET days in accordance with contractual requirements.

Developing self and working with others

- Promote and maintain a culture of high expectations for self and others
- Regularly review own practice, set personal targets and take responsibility for own development, seeking advice and support from relevant colleagues

Scope:

The post-holder will be based at one of the Trust Schools and will be expected to work across the Trust, travelling from time to time to school sites. This job description needs to be considered in the context of a developing and evolving situation and, therefore, responsibilities described here may be adapted to meet changing needs.

Safeguarding:

Compass Eko Trust is committed to safeguarding and promoting the welfare of children and expects all staff and volunteers to share this commitment. Employees are expected to have due regard for safeguarding and promoting the welfare of children and young people and to follow the child protection procedures adopted by the Trust

Person Specification

Criteria	Essential	Desirable	How tested
Qualifications	Level 2 Qualification in English and maths.	Training in communication techniques, creative play, and/or physical care techniques.	Application Documentation
Experience	Experience of working with children.	Experience of providing 1:1 support.	Application Interview
Knowledge and Skills	<p>Good literacy and numeracy skills.</p> <p>Good organisational skills.</p> <p>Ability to build effective working relationships with pupils and adults.</p> <p>Excellent verbal communication skills.</p> <p>Active listening skills.</p> <p>The ability to remain calm in stressful situations.</p> <p>Knowledge and experience of promoting the welfare and safeguarding of children.</p> <p>Understanding of roles and responsibilities within the classroom and whole school context.</p>	<p>Knowledge of how to successfully lead learning activities for a group or class of children.</p> <p>Knowledge of how to support learners in accessing the curriculum in accordance with the SEND code of practice.</p> <p>An understanding of the needs of all pupils.</p> <p>Knowledge of how to help adapt and deliver support to meet individual needs.</p> <p>Subject knowledge relevant to the role, and ability to apply this effectively in supporting teachers and pupils.</p> <p>Good ICT skills, particularly using ICT to support learning.</p>	Application Interview Observation

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Personal Qualities	<p>Enjoyment of working with children.</p> <p>Sensitivity and understanding, to help build good relationships with pupils.</p> <p>A commitment to getting the best outcomes for all pupils and promoting the ethos and values of the school.</p> <p>Confidence and initiative.</p> <p>Commitment to maintaining confidentiality at all times.</p> <p>Commitment to safeguarding children's wellbeing and equality.</p> <p>Punctual, dependable and trustworthy.</p>		Application Interview Observation
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