



## Job Description

<b>Role</b>	Teaching Assistant (SEN)	<b>School/Department</b>	Please refer to advert
<b>Grade</b>	Grade 5, Spinal Points 12 to 17	<b>Reports to</b>	Classroom Teacher
<b>Job evaluation code</b>	MET275	<b>Hours of work</b>	Please refer to advert
<b>Purpose</b>	<ul style="list-style-type: none"> <li>To provide support to the teachers in the management of children individually, within groups of pupils, and in the classroom to assist with their learning, social, educational and emotional and help with their learning programmes.</li> <li>For pupils with additional needs, liaise with staff, children, families, and external agencies to arrange development meetings.</li> </ul>		
<b>Scope</b>	<b>Staff responsibilities:</b>		<b>Financial accountability:</b>
	None		None
<b>Relationships</b>	The postholder will garner positive relationships with a range of stakeholders. These will include, but are not limited to, school leaders and colleagues in other Trust schools, school staff, students, parents/carers and external agencies as required.		
<b>Supporting Maiden Erlegh Trust</b>	<p>The postholder may occasionally be required to support other schools in the Trust.</p> <p>The postholder will be required to work across all Cranbury College sites to meet operational needs as appropriate.</p>		
<b>Main duties and responsibilities</b>	<p><b>General</b></p> <ul style="list-style-type: none"> <li>Provide for the pupils' welfare/personal care both individually and in groups and ensure their safety. This could include the administration of medicines to pupils, use of basic first aid with the support of trained staff, and intimate care.</li> <li>Promote inclusion, act as a role model, be fully aware of individual needs and respond to them.</li> <li>Encourage pupil interaction and engagement with teacher led learning activities.</li> <li>Liaise and discuss with the class teacher as to the planned programmes of work for the session and/or the day.</li> <li>Carry out small activities in relation to the teacher input.</li> <li>To keep in general dialogue with the class teacher as to the pupil's progress and/or perceived difficulties with any given learning objectives.</li> <li>Prepare and routinely maintain classroom/individual materials/resources/displays, assist pupils in their use, clear up afterwards and display pupils' work.</li> <li>To prepare visuals in relation to the children's needs.</li> <li>To attend multidisciplinary trainings and implement strategies given in relation to SALT, OT, clinical and behaviour support.</li> <li>Carry out relevant personal learning intention observations and learning journey observations.</li> <li>Be aware of pupils' challenges and achievements and liaise with teacher outlining strategies to help support the students to progress as appropriate.</li> <li>Support the teacher in managing behaviour, report difficulties, log behavioural incidents.</li> <li>Supervise pupils at break and lunchtimes, assisting with preparing for lunch through handwashing, etc. prepare and clear away activities, undertake playground/wet play supervision, taking the opportunity to promote learning through activities and games, participating as necessary.</li> </ul>		



	<ul style="list-style-type: none"> <li>• Gather and report information from and to parents/carers as required and provide appropriate support to ensure there is a positive school home relationship.</li> <li>• Support behaviour management in the school through recognising and celebrating good behaviour, challenging, logging and reporting poor behaviour (including discriminatory behaviour)/sanctions according to school procedures.</li> <li>• Provide clerical and administrative support e.g. photocopying, typing, filing, collecting money etc.</li> <li>• Contribute to the overall aims and targets of the school, appreciate and support the roles of other members of the schoolwork team and attend relevant meetings as required;</li> <li>• Display a commitment to the protection and safeguarding of children, young people and vulnerable adults, and the inclusion and diversity to ensure that individual has equal access to opportunities to learn and develop.</li> <li>• Comply with school policies and procedures including those relating to child protection, health, safety, welfare, security, confidentiality and data protection, reporting any concerns to the appropriate person.</li> <li>• Develop a risk assessment, pupil profile and behaviour support plan for the students within the class.</li> <li>• Where safety of pupils is at risk, assess the situation, take appropriate remedial action and escalate quickly if required.</li> <li>• Be aware of and take part in the school's performance management framework, line manager meetings and participate in training and development activities as required.</li> </ul>
<p><b>Other requirements/ responsibilities</b></p>	<ul style="list-style-type: none"> <li>• Enhanced DBS required:</li> <li>• Provide first aid as required and in line with training provided</li> <li>• Provide intimate care for children as required and in line with training provided</li> </ul>

**The Trust retains the right to implement changes in job descriptions and person specifications to reflect changes in the demands of the post. Where this is necessary this will be done in consultation with you.**

*Maiden Erlegh Trust is an Ethical Leadership Pathfinder organisation and we are committed to safeguarding, equality and promoting the welfare of children and young people. We are also committed to having the highest expectations of pupil/students and staff, and supporting everyone to reach their full potential. All employees of the school and Trust are expected to share these commitments. All posts require satisfactory employment checks and references and a satisfactory enhanced Disclosure and Barring Service check. All Leadership roles will require a Section 128 check*

<p><b>Signed:</b> Post holder</p>	
<p><b>Date:</b></p>	



<b>Role</b>	Teaching Assistant	<b>School/Department</b>	Cranbury College
<b>Qualifications, training and education</b>	<ul style="list-style-type: none"> <li>• Level 2 or equivalent in English and Maths</li> </ul>		
<b>Experience</b>	<ul style="list-style-type: none"> <li>• Experience of working with primary age students or young people</li> <li>• Experience of working with students with complex needs</li> </ul>		
<b>Skills and abilities</b>	<ul style="list-style-type: none"> <li>• Good questioning skills</li> <li>• Good observation and assessment skills including coherent written observations</li> <li>• Understanding of the importance of limited language but using core vocabulary</li> <li>• Understanding of their role to assist and supervise pupils on tasks and the expected outcome of individual activities within the allocated timescale</li> <li>• Calm under pressure, adaptable</li> <li>• A caring and positive attitude, a good listener and sensitive to pupils needs</li> <li>• Positive behaviour management</li> <li>• Flexible approach to working and commitment to ongoing service and personal development (through self-evaluation and learning from others)</li> <li>• Enjoy working and being with children and young people</li> <li>• Good interpersonal and communication skills at all levels, written and verbal, with colleagues, outside agencies and children</li> <li>• Good organisational and planning skills, able to manage own time, prioritise and meet deadlines</li> <li>• Model play opportunities for our pupils and the importance of learning through play</li> <li>• Reliability</li> <li>• Tact, sensitivity, and diplomacy</li> <li>• Confidentiality</li> <li>• Able to contribute and work effectively as part of a team</li> <li>• Pro-active, flexible, and adaptable</li> <li>• Good attention to detail</li> <li>• Able to show initiative and work independently as required</li> <li>• Commitment to the wellbeing and safety of all children</li> <li>• A willingness to learn and develop personal skills</li> <li>• A sense of responsibility and ownership</li> </ul>		
<b>Requirements specific to the role</b>	<p>All staff and volunteers are expected to be committed to safeguarding, equality and promoting the welfare of children and young people. Staff may be asked to work across all sites as directed by the Headteacher and may on occasion be asked to support across the Trust</p>		