

TEACHING ASSISTANT - JOB DESCRIPTION

PHOENIX CENTRE – CAGE GREEN

MAIN PURPOSE OF THE JOB

- To assist in the support and inclusion of individual children identified by the School.
- To improve the learning, social and emotional progress of the children within our provision.

SUMMARY OF RESPONSIBILITIES AND DUTIES

- Work closely alongside the class teacher to help support children with severe and complex needs.
- Have lots of enthusiasm and patience for working with children.
- Have the ability to adapt to different situations and think on their feet.
- Be able to work well within a team.
- Have an understanding of working with children who have severe and complex needs and the challenges that are associated with the role.
- Prior experience of working with children with severe and complex needs (however this is not essential as full training will be given).
- Help to support the development of the child's learning and engagement as well as their speech and language.
- Help to support the child's well-being in the class and outdoor environment.
- Have the ability to work closely with the class teacher to develop different strategies to enhance the child's welfare.
- Be versatile and flexible with their duties.

Supporting the Pupils

- To develop a good knowledge of the individual's needs in order to be able to support their development in all aspects of learning.
- Taking into account the learning support involved, to aid the children to learn as effectively as possible both in group situations and on his/her own by, for example:
 - clarifying and explaining instructions;
 - ensuring the child is able to use equipment and materials provided;
 - motivating and encouraging the child as required;
 - assisting in weaker areas of learning, e.g. speech and language, reading, spelling, handwriting/presentation;
 - assisting in weaker areas of behaviour e.g. challenging, disruptive, attention seeking;
 - helping the individual to concentrate on and finish work set;
- meeting physical needs as required, including hygiene; feeding; moving; toileting as well as assisting with therapy sessions, whilst also encouraging independence;
- liaising with class teacher and Inclusion Manager about Individual Education Plans (IEPs) developing appropriate resources to support the children.
- To establish a supportive relationship with the children concerned.
- To encourage acceptance and inclusion of the child with special needs.
- To develop methods of promoting/reinforcing the child's self-esteem, confidence and independence.
- To support the child to achieve any targets on a Pastoral Support Plan.
- Helping the child to communicate with others if appropriate.
- For the medical needs role to support with feeding and intimate care.

Supporting the Teacher

- To assist, with the class teacher (and other professionals as appropriate), in the development of any professional programmes of support.
- To assist, with the class teacher (and other professionals as appropriate), in the development of Pastoral Support Plans if the allocated child has behavioural difficulties.
- In conjunction with the class teacher and/or other professionals to assist with the recording the child's progress.
- To contribute to the maintenance of child's progress records.
- To participate in the evaluation of any support programme.
- To provide regular feedback about the child to the teacher.

Supporting the School

- Where appropriate, to develop a relationship to foster good links between home and school.
- To liaise, advise and consult with other members of the team supporting the child when asked to do so.
- To contribute to reviews of child's progress, as appropriate.
- To attend relevant in-service training.
- To be aware of school policies and procedures and paying due regard to them.
- Being committed to the school's safeguarding procedures.
- To be aware of confidential issues linked to home/pupil/teacher/school work and to keep confidences appropriately.
- Any other tasks as directed by the Centre Manager which fall within the purview of the post.

Supporting the Centre

- Kent the Centre staff area ordered and tidy
- Keep the Centre area of the school network well organised
- Undertake any other duties commensurate with the level of the post, as required to ensure the efficient and effective running of the Inclusion department.

EQUALITIES

Ensure implementation and promotion in employment and service delivery of the Trust's equal opportunities policies and statutory responsibilities.

Mosaic Schools Learning Trust is committed to safeguarding and promoting the welfare of children and young people and expects all staff and volunteers to share this commitment

This job description can be amended at any time following discussion between the Financial Controller and the member of staff

**TEACHING ASSISTANT - PERSON SPECIFICATION
PHOENIX CENTRE – CAGE GREEN**

Title:

Grade:

Reports to:

EXPERIENCE (Essential Requirements)

Essential - an understanding of children with severe and complex needs and how they can be supported.

EXPERIENCE (Desirable Requirements)

Desirable - experience of working with children with severe and complex needs as well as speech and language delay would be an advantage

QUALIFICATIONS (Essential Requirements)

- Good numeracy and literacy skills – GCSE grade A*- C
- NVQ/CACHE – Level 2/3

KNOWLEDGE/SKILLS (Essential Requirements)

- Have experience of working in a similar role
- Have an understanding of the Early Years/KS1 curriculum
- Be able to work closely with their Learning Support Assistant partner/other team members to support the child efficiently ensuring quality care, learning and ensuring health & safety
- Have good written and verbal communication
- Be able to liaise effectively with parents, colleagues and external bodies (if required)
- Have a clear understanding of safeguarding and child protection
- Have a 'can do' attitude and use own initiative
- Have a good sense of humour

NAME:

JOB TITLE:

DATE DRAWN UP: