

(Special Schools)

Educational Teaching Assistant – Grade 7

Job purpose

The job is based in a Special School setting which provides a range of provision for children with diverse needs, complex Special Educational Needs and Disabilities (SEND). All pupils have an Educational Health Care Plan (EHCP) and are aged between 4 and 16. This will involve having an understanding of the range of diverse needs of children and the ability to inspire, engage and motivate pupils to participate in learning activities and encourage independence.

You will work as part of a multi-disciplined team including teachers, support staff and a range of other professionals in creating a nurturing and secure learning environment, helping pupils to acquire knowledge, skills, confidence and emotional self-regulation.

The role of a teaching assistant is extremely varied. You will generally support the teacher in the classroom and other times in a separate area working with smaller group or on a one to one basis with pupils. You will contribute to the monitoring, recording and reporting on pupil progress and achievements. You could also be asked to support school trips, run clubs and supervise the play area.

You will have a calm, patient and reflective approach, being able to demonstrate high expectations of pupil behaviour in a positive and inclusive way.

Key areas of responsibility and expectations

- Expected to carry out your duties under the guidance and direction of the Class Teacher, and in line with the Schools policies, procedures, relevant legislation and requirements.
- Work professionally and be a positive role model, upholding and exemplifying the school values.
- Have the patience, empathy, and resilience and the ability to reflect when working with pupils facing various challenges/who have complex needs.
- Develop positive professional relationships with colleagues including, recognise and respect the role and contribution of colleagues, parents and stakeholders.
- Develop positive and professional relationships with pupils, parents and work effectively with other professionals, stakeholders and in multi-agency situations.
- Take responsibility for your own professional development and participate in relevant training/CPD to improve practice, through observation, reflection, evaluation and discussion with colleagues as required by the Head Teacher.
- Actively support the School's commitment to safeguarding and promoting the welfare of children and young people by following relevant statutory guidance along with the school's policies and practices. Refer to the school's website for further information.

Teaching Support

- Plan and monitor pupils learning ensuring that progress is clearly recorded in the relevant systems and relates to the learning objectives/goals for pupils.
- Supervise activities and develop effective relationships with pupils utilising approaches that encourage pupils' engagement.
- Provide one-to-one support to pupils or working with small groups of pupils on pre-planned activities, to reinforce the teacher's approach.
- Effectively use the school's IT systems and technology to maintain accurate records and evidence good practice.
- Ensure equipment or materials are suitable for the learning activities. Prepare materials and teaching aids where necessary.
- Work with individuals or groups of pupils in the use of IT and other relevant resources to support learning.
- Participate in and assist in the supervision of educational visits, residential and work experience in conjunction with the teacher/line manager.
- Promote good pupil behaviour, dealing promptly with conflict and incidents in line with established policy and encourage pupils to take responsibility for their own behaviour.
- Undertake relevant training and monitoring programmes, as required from time to time by the Head teacher or LA, to ensure needs are addressed and expertise is developed.
- You may be required to supervise a class in the temporarily absence of the class teacher administering pre-set learning activities.

Pupil Support

- To deliver personalised interventions under the direction of the teacher, to individual pupils or small groups of pupils, as per school policies/practices.
- Actively encourage the inclusion of all pupils to participate in the life and activities of the school and access the national curriculum to the best of their ability.
- Use Behaviour Management Strategies i.e., de-escalation techniques and Team Teach, when necessary to ensure the safety of pupils and others.
- Where necessary, assist with the delivery of personalised care and intimate care plans for individual pupils. Ensuring pupils are successful in gaining independence in managing their hygiene and personal care.
- As required, in line with the school's policy and procedures, to assist in medically related issues. e.g., administering medication, physiotherapy treatment, occupational therapy, speech, and language programmes.
- Contribute to plans, reviews, and evaluations of pupils by writing reports on pupils' progress and personal care needs, including attendance at meetings.
- Provide lunchtime cover, as required. To supervise pupils during the lunchtime period in a range of activities both indoors and outdoors.

Curriculum Support

- Assist in the planning and implementation of structured and agreed learning activities.
- Assist with the developing and maintaining of links between the school, parents, and the local community in support of pupils' learning.

- Contribute to the presentation of pupils' work and maintenance of display areas.
- Assist with the preparation and tidying of the classroom and upkeep of resources.
- Attend and contribute to duty related meetings, as required.

Use of Supporting Equipment

- To ensure the correct and safe use of specialist equipment. i.e., lifts, hoists, mobility equipment and medical aids, with the appropriate Movement and Handling training.
- Provide assistance and advice to staff on the correct use of equipment in line with Health & Safety requirements and identifying any risks.
- Assist with the carrying out of basic routine safety checks of equipment and report any fault to the Head teacher/ line manager.

Employee Specification

To be shortlisted for the role, please demonstrate on your application form how you currently meet the “Essential” criteria, and the “Desirable” criteria wherever possible.

Knowledge, qualifications, skills and experience	Shortlisting criteria
Previous experience of working with children/young people preferably within a school environment.	Essential
Experience of working with children with SEND or complex needs.	Essential
Professional qualification applicable to the role (e.g., Level 2 Supporting Teaching & Learning in school) or can demonstrate equivalent skills.	Essential
Minimum GCSE Grade 4 in Maths & English or able to demonstrate equivalent level to write reports, update records and to assist pupils with their work.	Essential
Training in the relevant learning strategies e.g., literacy.	Desirable
Experience in the use of IT or appropriate technology to support learning.	Essential
Understanding of relevant policies/codes of practice and awareness of relevant legislation.	Essential
Commitment to ongoing training and development.	Essential
Accepts an enhanced DBS and barred list check is required. Please note that a conviction may not exclude candidates from appointment but will be considered as part of the recruitment process.	Essential
Accepts standard screening plus any other medical screening as decided by the occupational health physician, appropriate to occupational risk. Any offer of employment is subject to satisfactory health clearance.	Essential

The following criteria's may involve written exercises, group discussions, presentations, interview, practical tasks, etc., will be tested after the initial shortlisting and during the recruitment process.

1.	Ability to demonstrate good reading, writing and numeracy skills to support pupils with their work.
2.	Ability to effectively communicate with pupils and adults.
3.	Ability to relate to pupils from diverse social backgrounds.
4.	Understanding of safeguarding procedures and issues.
5.	Understanding of Child Development and Learning.
6.	Emotional resilience in working with pupils who exhibit challenging behaviour.
7.	Ability to assist the teacher in planning class activities.
8.	Ability to work as a team member.

General information

This Job Profile is intended to provide an understanding and appreciation of the responsibilities of this particular job. It is not possible to specify every detail and we expect you to work flexibly within your skills, knowledge and remit of the job.

For Office Use Only:

Job Category	SCHOOLS (Maintained)	Grading ID	44180
		Last Updated	June 2024

Contractual Variants

DBS Category	Children's Workforce	DBS Type	Enhanced + Child Barred list
Health Check	Yes	Standby	
Checked by HR	Yes		