



# Job Description

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**Job Title:** Teaching Assistant (Grade 5)

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**Location:** Fountains High School

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## Job Description

<b>Job Title</b>	Teaching Assistant (Special School) GR5
<b>Location:</b>	Fountains High School
<b>Hours per week:</b>	37 hours
<b>Weeks worked per year:</b>	Term time only
<b>Reporting to:</b>	Teaching Assistant Manager
<b>Salary Scale:</b>	Grade 5 SCP 6 - 9

### Main purpose of Role

#### Principal Accountabilities:

- To work, under the direct guidance of teaching/senior staff and within an agreed system of supervision, to support access to learning with individuals/groups, in or out of the classroom. Provide specific support in addressing the needs of pupils who need particular help to overcome barriers to learning.

<b>Main Duties</b>	<ul style="list-style-type: none"> <li>• Provide pastoral support to pupils within the school environment.</li> <li>• Receive and supervise pupils excluded from, or otherwise not working to, a normal timetable.</li> <li>• Attend to pupils' personal needs and provide advice to assist in their social, health and hygiene development on a daily basis.</li> <li>• Care for pupils who are critically or terminally ill.</li> <li>• Participate in the comprehensive assessment of pupils to determine those in need of particular help.</li> <li>• In conjunction with the teacher the development and implementation of Individual Education/ Behaviour/Support/Mentoring plans.</li> <li>• Support provision for pupils with additional needs.</li> <li>• Develop 1:1 mentoring arrangements with pupils and provide support for distressed pupils.</li> <li>• Use specialist knowledge/experience to provide appropriate support to pupils in relation to their individual needs (e.g. daily exercise programme).</li> <li>• Provide feedback to pupils and teachers in relation to progress, achievement, behaviour, attendance etc.</li> <li>• Support pupils' access to learning using appropriate strategies, resources etc.</li> <li>• Work with other staff in planning, evaluating and adjusting learning activities as appropriate.</li> </ul>
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	<ul style="list-style-type: none"> <li>Monitor and evaluate pupils' responses and progress against action plans through observation and planned recording under the supervision of a teacher.</li> <li>Support the teacher in providing objective and accurate feedback and reports as required, to other staff on pupils' achievement, progress and other matters, ensuring the availability of appropriate evidence (e.g. Headteacher).</li> <li>Assist in keeping and updating records as agreed with other staff, contributing to reviews of systems/records as requested.</li> <li>Assist in the development and implementation of appropriate behaviour management strategies.</li> <li>Establish constructive relationships with parents/carers, exchanging information, facilitating their support for their child's attendance, access and learning and supporting home to school and community links.</li> <li>Assist the teacher in the development, implementation and monitoring of systems relating to attendance and integration.</li> <li>Co-ordinate and organise pupils attending extra curricular activities/work experience or other out of school activities under guidance of teacher.</li> <li>Implement agreed learning activities/teaching programmes under direction of teacher.</li> <li>To be aware of and appreciate a range of activities, courses, organisations and individuals to provide support for pupils.</li> <li>Under direction of teacher determine the need for, prepare and use specialist equipment, plans and resources to support pupils.</li> </ul>
<b>Other General Requirements</b>	<ul style="list-style-type: none"> <li>Represent and promote the ethos and values of Esteem Multi-Academy Trust</li> <li>To take and be accountable for all decisions made within the parameters of the job description</li> <li>Participate with performance management and training and activities that contribute to personal and professional development</li> <li>Actively promote and act at all times in accordance with the policies of the MAT e.g. Safeguarding, Health and Safety, Equal Opportunities</li> <li>Provide a high standard of customer service in all dealings internal and external to the MAT</li> </ul>

This Job Description is non-exhaustive and sets out the main expectations of the post holder.  
This Job Description can be altered with the agreement of the postholder and will be reviewed

regularly. Employees will be expected to comply with any reasonable request from a manager to undertake work of a similar level that is not specified in this job description

The MAT will endeavour to make any necessary reasonable adjustments to the job and the working environment to enable access to employment opportunities for disabled job applicants or continued employment for any employee who develops a disabling condition.

Esteem Multi-Academy Trust is committed to safeguarding and promoting the welfare of all its students. We expect all staff, volunteers and agency staff to share this commitment. The successful candidate will be required to undertake a Disclosure and Barring Service (DBS) check. The possession of a criminal record will not necessarily prevent an applicant from obtaining this post, as all cases are judged individually according to the nature of the role and information provided.

## Person Specification

Criteria	Essential	Desirable
<b>Qualifications</b>	<ul style="list-style-type: none"> <li>Very good numeracy/literacy skills equivalent to GCSE C and above.</li> <li>NVQ 2 for Teaching Assistants (or demonstrate equivalent knowledge, skills and experience).</li> </ul>	<ul style="list-style-type: none"> <li>Training in the relevant strategies e.g. literacy and/or in particular curriculum or learning area such as bilingual, sign language, dyslexia, ICT, CACHE, etc.</li> </ul>
<b>Experience</b>	<ul style="list-style-type: none"> <li>Working with children and young people with additional needs</li> </ul>	<ul style="list-style-type: none"> <li>Working with children with autism or SEN (either paid or unpaid)</li> <li>Supervising children with autism or SEN (either paid or unpaid)</li> <li>Moving &amp; handling children</li> </ul>
<b>Knowledge &amp; Abilities</b>	<ul style="list-style-type: none"> <li>Understanding of relevant policies/codes of practice.</li> <li>Good understanding of areas of learning, e.g. literacy, numeracy, science, SEN, Early Years.</li> <li>Understanding of principles of child development and learning processes and in particular, barriers to learning.</li> <li>Effective use of ICT to support learning.</li> <li>Use of other equipment technology – video, photocopier.</li> </ul>	<ul style="list-style-type: none"> <li>A knowledge and understanding of the welfare and social needs of pupils</li> <li>Awareness of behaviour support</li> <li>Ability to relate to children and young people with autism and severe learning difficulties in a supportive and sensitive manner</li> </ul>



	<ul style="list-style-type: none"><li>• Excellent interpersonal skills to be able to relate well to a wide range of people.</li><li>• Work constructively as part of a team whilst being able to demonstrate initiative.</li><li>• Good communication skills.</li><li>• Customer focused.</li><li>• Has a friendly yet professional and respectful approach which demonstrates support and shows mutual respect.</li><li>• Open, honest and an active listener.</li><li>• Takes responsibility and accountability.</li><li>• Committed to the needs of the pupils, parents and other stakeholders and challenge barriers and blocks to providing an effective service.</li><li>• Demonstrates a “can do” attitude including suggesting solutions, participating, trusting and encouraging others and achieving expectations</li><li>• Is committed to the provision and improvement of quality service provision.</li><li>• Is adaptable to change/embraces and welcomes change.</li><li>• Acts with pace and urgency being energetic, enthusiastic and decisive.</li><li>• Communicates effectively.</li><li>• Has the ability to learn from experiences and challenges.</li><li>• Is committed to the continuous development of self and others by keeping</li></ul>	
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	up to date and sharing knowledge, encouraging new ideas, seeking new opportunities and challenges, open to ideas and developing new skills.	
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**Signed: V Broad**

**Date: February 2025**