



<b>Role</b>	Teaching Assistant (Learning Support Assistant)
<b>Responsible To</b>	SENDCo

### **Purpose of the Job**

Every member of staff plays a significant part in the learners' ability to achieve their full potential and positive outcomes. To do this we need to work collaboratively with multi-agencies and always as a team, which is essential to the learners' success and achievement.

Teaching Assistants provide support for learners with their social, emotional, behavioural, and mental health needs by working as part of a multi-disciplinary team.

### **Main Duties and Responsibilities**

- To work with the SLT to provide appropriate guidance and boundaries, and nurturing support to learners whilst they attend the school, including off-site provision.
- To be adaptable and flexible supporting the needs of our learners.
- To support learners with their education, providing in-class support and 1:1 environment as directed by the SENDCo.
- To follow and proactively implement the school's safeguarding policy.
- To follow all risk assessments.
- To support social interaction between learners at appropriate times.
- To support learners when they are out of lessons, including those who abscond.
- To regularly communicate with families as directed by line management.
- To contribute to IEP and EHCP reports when requested.
- To undertake and record daily one to one sessions with key learners.
- To record all safeguarding and incidents on the relevant MIS.
- To communicate with parents when required and ensure all communications are logged on the relevant MIS.
- To lead by example, acting as an appropriate positive role model to all learners.
- To support teachers to best meet the needs and requirements of each learner's education.
- To always be professional and courteous, towards learners, colleagues, parents, and visitors.
- To be consistent in your approach and have a firm, yet fair manner.
- To be a reflective practitioner, always striving to improve your practice
- To be creative in your approach and open to new ideas.
- To contribute towards new strategies and approaches.
- To be flexible and adaptable depending on the day-to-day requirements of the school.

### **Health and Safety**

- To always work safely and hygienically within health and safety guidelines and policies.
- To report any health or safety concerns to the appropriate person.
- To ensure the school is always kept clean and tidy.
- To undertake food hygiene training, and adhere to all food hygiene legislation.
- To dress in accordance with the standards of appearance/dress code.
- To be aware of the daily first aider rota.
- To ensure all risk assessment are followed.
- To ensure all bags have the most up to date offsite information in them.

**Partnership Working**

- To develop and sustain positive working relationships.
- To Implement/monitor and contribute to joint initiatives as required.
- To celebrate and share success with learners, colleagues, and parents.

**Equity, Diversity, and Inclusion**

- To ensure equality in the workplace regardless of race, age, disability, gender, sexual orientation or religious belief as per the Equity, Diversity, and Inclusion Policy.
- To support all people to express their individuality and uniqueness in all areas of life.

**General**

- To act as an ambassador for the company, representing the school positively at all times at events and meetings.
- To undertake ongoing continued professional development.
- To uphold the values and ethos of the school.
- To undertake such duties and responsibilities reasonably consistent with the role as may be required from time to time by management.
- Follow all policies and procedures, paying particular attention to safeguarding, confidentiality, and health and safety.
- To attend all staff meetings as directed.
- To attend regular supervision sessions.
- To attend team meetings, as required.
- To undertake any relevant training as identified including individual and group training, inset days and twilight sessions, as directed.

**Qualifications and Experience Required for this Role: See Person Specification.**

## PERSON SPECIFICATION

Requirement	Essential	Desirable	Testing Method
1. Qualifications	English Maths C/4 or equivalent	NVQ Level 3 STL or equivalent	Certificate Application form
2. Experience	Working in a school environment	Working in a SEND/SEMH school	Application form Interview
3. Knowledge and Skills	Excellent knowledge of safeguarding and child protection  Good standards of written and verbal English  Organised and pro-active	Understanding of SEND and experience of working with learners in a SEND environment	Application form Interview questions
4. Competence	Professional  Ability to follow procedures/policies  Ability to work as part of a team and independently		Interview questions
5. Personal Qualities	Learner focused  Team player  Emotionally robust  Resilient  Sound communicator  Driven  Innovative  Flexible  Sense of humour		Interview questions
6. Other		Full Driving license and access to own vehicle	Document verification

### Note:

This job description and person specification sets out the duties of the position at the time when it was collated. Such duties may vary from time to time without changing the general character of the duties or the level of responsibility entailed. Such variations are a common occurrence and cannot of themselves justify reconsideration of the salary for the post.

This job description may be amended at any time in consultation with the postholder.