



Job Description

Job Title: Teaching Assistant

Location: St Clares School

Job Description

Job Title	Teaching Assistant
Location:	St Clares School (4 Rough Heanor Road, Mickleover, Derby, DE3 9AZ)
Hours per week:	37 per week
Weeks worked per year:	Term Time Only (39 weeks)
Reporting to:	Head of School
Salary Scale:	Derby City Support Grade E (Points 10 - 14), £27,694 - £29,540 per annum (FTE). £23,925 - £25,519 per annum (actual salary)

Principal Accountabilities:

Main Duties	<p>The postholder will demonstrate essential professional skills and characteristics, and in particular will:</p> <ul style="list-style-type: none"> • Engage and motivate students • Improve the quality of students' learning • Inspire trust and confidence in students and colleagues • Build team commitment with colleagues and in the classroom • Implement specific interventions to meet students needs • Demonstrate empathy with and an appreciation of the care needs of students <p>Supporting Teaching and Learning</p> <ul style="list-style-type: none"> • Have a clear and precise understanding of how children with Special Needs, Autism and complex behaviour learn <p>Work under the direction of the class lead to:</p> <ul style="list-style-type: none"> • Support students in attaining learning objectives • Write quality annotation to support the assessment of student attaining learning objective • Report on observed progress of students • Develop an understanding of different learning styles • Adapt learning activities appropriately
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- Report on the impact curriculum and intervention strategies has on individual students.

In all cases, indicative tasks at the competency level specified within the Teaching Assistant agreed Framework, will be the reference point for the competencies listed below.

STUDENT PROGRESS

- Establish constructive relationships and use a variety of methods to communicate with parents and other relevant professionals, in liaison with teacher, to support students' learning and progress.
- Promote the inclusion and acceptance of all students within the classroom, school and wider community.
- Encourage students to interact and work co-operatively in learning activities
- Promote independence and employ strategies to recognise and reward its achievement

PROFESSIONAL PRACTICE

- Maintain, develop and apply professional knowledge to enable effective teaching and learning support
- Participate in any relevant meetings/professional development opportunities at the school, which relate to the learners or organisation of the school including pastoral arrangements and assemblies
- Share such knowledge with colleagues to improve whole school effectiveness
- Promote positive values, attitudes and good student behaviour, dealing promptly with conflict and incidents in line with established policy and encourage students to take responsibility for their own behaviour

- Provide a proactive consistent approach to challenging behaviour, implementing and contributing to behaviour support plans and using physical intervention if necessary
- Respond quickly and appropriately to demands made by individual students to meet general care, mobility, and personal hygiene needs
- Understand and apply the principles of good classroom management
- Understand and apply a range of appropriate support strategies

WHOLE SCHOOL ETHOS

- Where appropriate contribute to the formulation of school policies
- Execute school policies
- Use the performance management process to drive school improvement through the raising of standards of teaching and learning
- Promote the wider aspirations of the school

SAFEGUARDING

- Demonstrate a commitment to safeguarding and promoting the welfare of students and young people
- The work within the safeguarding and child protection policies of the school and act within the best interests of students at all times
- To undertake relevant training as set by the safeguarding team
- The post is subject to satisfactory references and enhanced DBS clearance

OTHER DUTIES AND RESPONSIBILITIES

	<ul style="list-style-type: none"> • Other duties that the Headteacher may ask the post-holder to perform may include but not limited to: • Medicine and/or first aid administration • Support in implementation of SALT/OT programmes • Use positive intervention to support behaviour where appropriate • Support with personal and intimate care
Other General Requirements	<ul style="list-style-type: none"> • Represent and promote the ethos and values of Esteem Multi-Academy Trust • To take and be accountable for all decisions made within the parameters of the job description • Participate with performance management and training and activities that contribute to personal and professional development • Actively promote and act at all times in accordance with the policies of the MAT e.g. Safeguarding, Health and Safety, Equal Opportunities & GDPR. • Provide a high standard of customer service in all dealings internal and external to the MAT

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

Essential	Desirable
<ul style="list-style-type: none"> • Experience of working with a range of students with SEN • Supporting children and/or young people with SEN • IT literate, including e-mail applications, use of electronic systems • Demonstrable evidence of continuous professional development and competence • Knowledge of child protection and appropriate health and safety regulations • Willingness to engage in any professional development activities which will aid the effective completion of tasks required by the post • Use alternative methods of communication where required • Use ICT to record first aid • Ability to promote student independence in personal care • Up to date knowledge and understanding of KCSIE • An understanding of childhood chronic and acute health conditions and how they impact on students and families 	<ul style="list-style-type: none"> • Qualified in aspects of SEN specific provision • GCSE or equivalent in Maths and English • Experience of working in special schools with a range of students with SEN (including Autism, ADHD and PDA) • Level 2 safe handling of medication • Current First Aid at Work Certificate (which complies with the requirements of the Health and Safety (First-Aid) Regulations) • Registered Paediatric or practice nurse, or healthcare professional • Specific experience of working with children or adult with additional needs • Experience of using Arbor and Medical Tracker software • Current administering medicine Certificate