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| <b>Support Service Team</b>    | <b>SEN</b>                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                       |
| <b>Job Title:</b>              | <b>Teaching Assistant</b>                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                        |
| <b>Grade:</b>                  | 5DT Grade 4                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                      |
| <b>Post Objective:</b>         | To work as part of the Special Educational Needs and Disabilities (SEND) Team in supporting students with Educational, Health Care Plans or on the Additional Needs Register to access the curriculum, in mainstream lessons, group or one to one intervention. Within the classroom environment, to work in collaboration as directed by the teacher or senior staff.                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                           |
| <b>Accountable to:</b>         | Teaching Assistant                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                               |
| <b>Support for students</b>    | <ul style="list-style-type: none"> <li>▪ Develop an understanding of special educational needs of the students concerned.</li> <li>▪ Assist in the educational and social development of students, under the direction and guidance of the SENCo, Deputy SENCo, Senior Teaching Assistant or Subject Teacher.</li> <li>▪ Consider the needs of the student, ensuring their access to the lesson and its content, through appropriate clarification, explanations, equipment and material.</li> <li>▪ Encourage students to interact with others and engage in activities led by the teacher.</li> <li>▪ To reinforce learning and promote independent learning.</li> <li>▪ Build and maintain successful relationships with students and parents, acting as a role model and being aware of and responding appropriately to individual needs.</li> <li>▪ Promote the inclusion and acceptance, by being consistent with respect and consideration for all students.</li> <li>▪ Raise student confidence and enhance self-esteem.</li> <li>▪ Encourage students to maintain focus and motivation.</li> <li>▪ Supervise and support the named student, ensuring their safety and access to learning.</li> <li>▪ Assist students with physical and personal needs, such as implementing personal programs, including social, health, physical, hygiene, first aid and welfare matters, where applicable.</li> </ul> |
| <b>Support for the Teacher</b> | <ul style="list-style-type: none"> <li>▪ Liaise with the relevant subject teachers, in support of the named student within the class.</li> <li>▪ Work collaboratively with the subject teacher to ensure the correct differentiation is in place for the student.</li> <li>▪ Be aware of the student's needs, progress, and achievements; provide feedback to the Subject Teacher, SENCo, Deputy SENCo, or Senior Teaching Assistant where applicable.</li> <li>▪ Work collaboratively with the subject teacher to manage the behaviour of the students.</li> <li>▪ Support the SENCo, Deputy SENCo, Senior Teaching Assistant or Subject Teacher with specific teaching programmes or interventions.</li> <li>▪ Work on differentiated activities with or for identified groups.</li> <li>▪ Be involved in keeping records and evaluating identified students' progress.</li> <li>▪ Work with external agencies or professionals, where appropriate to enhance student learning.</li> </ul>                                                                                                                                                                                                                                                                                                                                                                                                                     |

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| <b>Support for the Curriculum</b> | <ul style="list-style-type: none"> <li>▪ Encourage and support students to understand instructions.</li> <li>▪ Encourage and support student's to undertaking additional literacy and numeracy tasks, as directed.</li> <li>▪ Encourage and support students in using ICT as directed.</li> <li>▪ Prepare and maintain equipment or resources to assist the student, as directed.</li> </ul>                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                            |
| <b>General</b>                    | <ul style="list-style-type: none"> <li>• Administer First Aid (training will be given)</li> <li>• Participate in training related to Evac chair, and personal hygiene, as required.</li> <li>• Participate in training and other learning activities and performance development (including first aid certificate) as required.</li> <li>• Assist with the supervision of students out of lesson times.</li> <li>• Accompany teaching staff and students on visits, trips and out of school activities as required.</li> <li>• To be aware of the Trust's duty of care in relation to staff, students and visitors and to always comply with the health and safety policy.</li> <li>• Some working flexibility will be required to meet the demands of this post.</li> <li>• To establish and maintain positive, constructive, and professional working relationships with staff, visitors, students, parents, and other professionals of the Trust.</li> <li>• To be aware of and comply with the codes of conduct, regulations and policies of the Trust and its commitment to Equality, Diversity and Inclusion. Act in a courteous way at all times in communications with both colleagues and all stakeholders.</li> <li>• To contribute to whole School and Trust events as and when required.</li> <li>• To develop self within the post, undertaking training/appraisal as appropriate to ensure that relevant knowledge and skills are updated to support the development of the school.</li> <li>• To carry out any other reasonable duties or requests of your Line Manager and/or Head of School, that are in keeping with this post or as may be determined from time to time by the Operations Manager, Head of School or CEO.</li> </ul> |

*This job description reflects the principal accountabilities of the post holder and identifies the level of responsibility which they will be required to work. In the interests of effective working, the major tasks may be reviewed on an annual basis to reflect changing business needs and circumstances. Such reviews, and any consequential changes, will be carried out in conjunction with the post holder. It does not form part of your contract of employment.*

**The 5 Dimensions Trust is committed to safeguarding and promoting the welfare of children and expects all staff to share this commitment. All posts are defined as Regulated Activity and therefore this post is subject to an Enhanced DBS**

## PERSON SPECIFICATION

| ATTRIBUTE                                                                    | Essential (E) or Desirable (D) | Assessment |
|------------------------------------------------------------------------------|--------------------------------|------------|
| <b>Qualifications</b>                                                        |                                |            |
| GCSE Maths & English A*-C (or equivalent)                                    | E                              | A          |
| <b>Knowledge and experience</b>                                              |                                |            |
| Previous experience of working with SEND students.                           | E                              | A/I        |
| Experience of working within an education setting                            | E                              | A          |
| <b>Skills</b>                                                                |                                |            |
| Excellent IT skills, including microsoft office, Teams, etc                  | E                              | A          |
| Ability to communicate effectively with young people.                        | E                              | A/I        |
| Ability to build good, effective working relationships with key stakeholders | E                              | A/I        |
| Ability to communicate with a variety of staff at different levels           | E                              | A/I        |
| Ability to work independently and to use initiative                          | E                              | A/I        |
| Ability to build professional relationships with students based on respect.  | E                              | A/I        |
| Highly organised with good organisational skills.                            | E                              | I          |
| <b>Personal attributes</b>                                                   |                                |            |
| Demonstrate and adhere to 5 Dimensions core values                           | E                              | J          |
| Adhere to GDPR guidelines and the Trust's internal procedures                | E                              | I          |
| Adhere to the Trust's Safeguarding and Prevent policy                        | E                              | I          |
| Adhere to Health and Safety Policy                                           | E                              | I          |
| Commitment to own professional development                                   | E                              | I/A        |
| Commitment to equality and diversity in the workplace                        | E                              | I          |

A = Application  
 I = Interview  
 T = Task/Activity  
 R = References

I confirm that I have received a copy of the above job description for this role.

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Date .....

Signature