

Team	SEND Team/SfL
Job Title:	Teaching Assistant Specialising in Preparing for Adulthood
Grade:	Grade 5
Post Objective:	To support students, families, schools and other agencies to ensure that children receive the right advice, guidance and support to enable them to prepare for their next steps to living as full and active an adult life as possible when it comes
Accountable to:	SENCO / Assistant SENCO
Key Responsibilities	To be responsible for planning and co-ordinating the provision, activities and support for the children and young people working with the SEND team. • Plan PfA activity sessions for individuals and small groups • Liaise closely with external providers/professionals who might be involved in providing support with PfA • Accompany children on visits, travel training, College open days (where possible)/taster days • Support students with applications to Sixth Form/College/Higher Education/ Training • Prepare students for interview • Work closely with the school's Pathways Co-ordinator to ensure students have a secure plan and the support to implement it • Support students who prepare for exams/assessment appropriately to maximise success • Support students with study skills/revision techniques in year 11 and 13 to maximise their opportunity to gain the grades they need for their next steps • Share information with colleagues in the team as it pertains to a particular child/young person • Deliver any relevant training to other colleagues in order that they might best support the students they are working with in their daily support roles • Be responsible for Year 11 files being collated and sent on to relevant settings/archived Developing positive relationships and maintaining regular contact with students to promote a positive climate for learning. Encouraging students to meet the standards of behaviour set out in the school's policy. To take responsibility for safeguarding and promoting the welfare of children; Ensuring the health and safety of all Students in the classroom and school situation in accordance with the school's policy. Any other duties as may be reasonably requested by the line manager or Headteacher to allow for the efficient running of the school without changing the general character or level of responsibility entailed.
General	• Administer First Aid (training will be given) • Participate in training related to Evac chair, and personal hygiene, as required. • Participate in training and other learning activities and performance development (including first aid certificate) as required. • Assist with the supervision of students out of lesson times.

- Accompany teaching staff and students on visits, trips and out of school activities as required.
- 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.
- Some working flexibility will be required to meet the demands of this post.
- To establish and maintain positive, constructive, and professional working relationships with staff, visitors, students, parents, and other professionals of the Trust.
- 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.
- To contribute to whole School and Trust events as and when required.
- 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.
- 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.

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
Qualifications		
GCSE Maths & English A*-C (or equivalent)	E	A
Knowledge and experience		
Previous experience of working with SEND students.	E	A/I
Previous experience of working with students with ASD and communication difficulties.	E	A/I
Experience of working within an education setting	E	A
Knowledge of how to help adapt and deliver support to meet individual needs	E	A/I
Skills		
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
A commitment to getting the best outcomes for all students, and promoting the ethos and values of the school/Trust.	E	
Personal attributes		
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