



<b>Faculty/Department</b>	
<b>Job Title:</b>	Teaching Assistant (Dedicated Specific Needs)
<b>Grade:</b>	Grade D
<b>Post Purpose:</b>	To work under the direct instruction of teaching/senior staff, usually in the classroom with the teacher, supporting access to learning for pupils and providing general support to the teacher in the management of pupils and the classroom.
<b>Accountable to:</b>	SENCO or Year Leader
<b>Duties, Responsibilities and Key Tasks:</b>	<ul style="list-style-type: none"> <li>• Support pupils with special needs to understand instructions and encourage independent learning wherever possible.</li> <li>• Attend to pupils' personal needs and assist the implementation of related personal programmes, including social, basic medical, First Aid, physical, hygiene and welfare matters with appropriate training/support.</li> <li>• Assist with the planning and preparation of activities and the delivery of local and national initiatives.</li> <li>• Prepare the learning environment as directed for lessons and clear up learning environment and resources.</li> <li>• Assist with the display of pupils' work.</li> <li>• Assist with break/lunch time supervision including facilitating games and activities.</li> <li>• Assist with escorting pupils on educational visits and out of school activities.</li> <li>• Support pupils in emotional well-being, reporting issues to the teacher when appropriate.</li> </ul>
<b>Routine Tasks</b>	<ul style="list-style-type: none"> <li>• Support pupils with special needs to understand instructions and encourage independent learning wherever possible.</li> <li>• Attend to pupils' personal needs and assist the implementation of related personal programmes, including social, basic medical, First Aid, physical, hygiene and welfare matters with appropriate training/support.</li> <li>• Assist with the planning and preparation of activities and the delivery of local and national initiatives.</li> <li>• Prepare the learning environment as directed for lessons and clear up learning environment and resources.</li> <li>• Assist with the display of pupils' work.</li> <li>• Assist with break/lunch time supervision including facilitating games and activities.</li> <li>• Assist with escorting pupils on educational visits and out of school activities.</li> <li>• Support pupils in emotional well-being, reporting issues to the teacher when appropriate.</li> <li>• Establish good relationships with pupils, acting as role model and ensure awareness of individual needs, responding appropriately when appropriate.</li> </ul>



	<ul style="list-style-type: none"> <li>• Encourage pupils to interact with others constructively and engage in activities led by the teacher.</li> <li>• Undertake pupil record keeping as requested.</li> <li>• Gather/report information from/to parents/carers as directed.</li> <li>• Adhere to local and national authority guidelines for schools, exercising professional discretion always.</li> <li>• Be aware of and comply with policies and procedures relating to child protection, health, safety and security, confidentiality and data protection, reporting all concerns to an appropriate person.</li> <li>• Participate in training and other learning activities and performance development as required.</li> <li>• Contribute to the overall ethos/work/aims of the school.</li> <li>• Attend relevant meetings.</li> <li>• Always maintain confidentiality.</li> </ul>
<p><b>General</b></p>	<ul style="list-style-type: none"> <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 Headteacher, that are in keeping with this post or as may be determined from time to time by the Operations Manager, Headteacher or CEO.</li> </ul>

*This job description reflects the principal accountabilities of the post holder and identifies the level of responsibility as 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.**

**Job Description**



**PERSON SPECIFICATION**

<b>ATTRIBUTE</b>	<b>Essential (E) or Desirable (D)</b>	<b>Assessment</b>
<b>Qualifications</b>		
Good basic education with proficiency in numeracy, literacy and ICT	E	A
<b>Knowledge and experience</b>		
Experience of working with children in a learning or play environment	D	A
Previous experience of working within a school environment	D	A/I
<b>Skills</b>		
Ability to build professional relationships with students based on respect.	E	A/I
Ability to interact with pupils, colleagues, parents and others in a positive and inclusive manner	E	A/I
Ability to keep accurate records	E	A/I
<b>Personal attributes</b>		
Demonstrate and adhere to 5 Dimensions core values	E	I
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 keeping abreast of COSHH/health and safety legislation	E	I
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.

..... Date .....

Signature