

<b>Job Title:</b>	Teaching Assistant	<b>Reports to:</b>	SENCO
<b>Location:</b>	Thomas Hall School	<b>Accountable to:</b>	Headteacher
<b>Salary/Grade:</b>	Grade C 5-7	<b>Hours of Work:</b>	32.5 per week

## Principle Purpose of the Role

Under the direction of the SENCO , work as part of a team to promote the emotional, physical and educational development of pupils with special needs, and work in partnership with parents. The post holder will be responsible for supporting provision within a SEMH environment.

As well as the core responsibilities detailed above, other key areas of accountabilities and tasks include:

## Key Duties

- The job involves working from instructions, but making minor decisions involving the use of initiative.
- Problems are referred to a manager. Little close supervision is necessary beyond that provided by working arrangements and methods.
- Provide support for pupils, including those with special needs, ensuring their safety and access to learning activities.
- Assist teachers and staff in the management of pupils and where appropriate the management of the classroom.
- Assist the teacher with the planning of learning activities where appropriate.
- Assist with the development and implementation of Individual Education/Behaviour/Learning Plans and Personal Care programmes.
- Undertake pupils record keeping which will include recording pupils responses top learning Activities, behaviour incidents, and attendance.
- Promote self-esteem and independence.
- Promote positive pupil behaviour, deal promptly with conflicts and incidents in line with established policy and encourage pupils to take responsibility for their own behaviour.
- Provide assistance with pupil first aid and welfare issues e.g. look after sick pupils and liaise with parents.
- May be required to demonstrate own tasks to new starters or less experienced members of staff.
- May be required to assist in the handling of small amounts of money related to various school events, which are then handed over to school office staff for processing.
- Lunchtime supervision included.
- Perform exam invigilation following training to do so, when required.
- Undertake other duties appropriate to the grade of the post.

## Generic Responsibilities

- To maintain ongoing Continuous Professional Development (CPD) activity and undertake any in-service training related to the post, including annual mandatory and role-specific training.
- To maintain regular contact and good working relationships with all staff throughout the Trust and external organisations.



- To maintain the security of the data held in the Trust systems in line with all relevant legislation, including the Data Protection Act 1998 and UK General Data Protection Regulations.
- To actively participate and attend team (and other) meetings as required for updates regarding Departmental procedures and action accordingly.
- To support the Trust's internal and external audit processes.
- To act as an exemplary role model of the Trust's values and behaviours.
- To ensure that safe working practices are followed in respect of all areas within the provisions of The Health and Safety at Work Act 1974.
- To comply with Trust Policies and Procedures.
- To maintain confidentiality about clients, staff, and other Trust business. The work is of a confidential nature and information gained must not be communicated to other people except in the recognised course of duty. The postholder must always meet the requirements of the Data Protection Act.
- To be aware of, promote and implement the Trust's Quality and Information Security Management Systems.
- To report to line manager, or other appropriate person, in the event of awareness of bad practice.

## Staff Development and Performance

- The post holder will have an appraisal of performance each year and will be responsible for agreeing a development plan in agreement with their manager or immediate supervisor. The development plan will be reviewed each year.
- The Trust will aid and agree development objectives for the postholder to enable the postholder to achieve their objectives and standards in line with the development plan.
- If the postholder feels they are not achieving their objective as agreed in the development plan they will bring it to the attention of their line manager at the earliest opportunity.

## Demands and Working Conditions

- The postholder is to undertake other duties commensurate to the grade of the post.
- Adhoc travel to attend training events, alternative provision sessions and meetings may be required.
- There may be occasions when it will be necessary to cover other roles within the team or to work with other colleagues when there are peaks and pressing issues.

**Note:** You may be required to perform duties other than those given in the job description for the post. The duties and responsibilities attached to posts may vary from time to time without changing the character of the duties or the level of responsibility entailed. As such, the job description therefore is not intended to be exhaustive. It is also subject to change in the light of service developments and in consultation with the postholder and their manager. The post holder will be expected to adopt a flexible attitude to the duties to meet deadlines.



## Person Specification

Education and Training			
Specification	Essential (E) / Desirable (D)	Assess at application	Assess at interview
Three GCSE/O Level/Functional Skills passes to include grade C/4 or above in English and Mathematics (or equivalent)	E	X	
Experience, Knowledge and Skills			
Specification	Essential (E) / Desirable (D)	Assess at application	Assess at interview
Proficiency in Microsoft Office programs, specifically, Word, Excel, Outlook, PowerPoint	D	X	
Knowledge of how to work and maintain confidentiality in relation to data/information at all times.	E	X	
Ability to read, write and communicate effectively in English in order to deliver in all aspects of the role.	E	X	X
Previous experience of working in the education sector	D	X	
Previous experience of delivering training in subject area to others	D	X	
Experience of working with children within an educational setting	D	X	
Personal Attributes			
Specification	Essential (E) / Desirable (D)	Assess at application	Assess at interview
Highly organised and able to manage a busy workload	E		X
Solution focused with good problem-solving skills	E		X
Excellent customer service skills with a 'customer focused' approach to service delivery	E		X
Ability to work unsupervised and manage own workload effectively in a pressurised and 'time sensitive' environment.	E		X
Adaptable, innovation, resilient, hardworking and conscientious with a flexible approach to work	E		X
Excellent attention to detail and adopts a quality assurance approach to all aspects of areas of work.	E		X
Willing to travel to Reach South Academies as and when required.	E		X
Ability to integrate into a team quickly and adopt a collaborative approach, seeking partnership working and inclusion when working with others.	E		X
Demonstrates excellent communication skills in all areas of role and types of interaction with service users.	E		X
Commitment to safeguarding and promoting the welfare of children and young people	E		X

Clear understanding and working knowledge of Reach South Academy Trust, its ethos and values partners, relevant systems and procedures	E		X
Ability to be adaptable and work flexibly across the Trust	E		X
Demonstrate a commitment to own professional development and willingness to learn and become familiar with a range of business functions	E		X
Demonstrate personal and professional integrity, including modelling values and vision;	E		X
Commitment to promote and support the aims and value partners Reach South Academy Trust.	E		X
Motivated to work within the education sector and alignment with Reach South values and behaviours	D		X